

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 2 July 2024

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.

Council business papers can be viewed on the City of Palmerston website [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au) or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.



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**NADINE NILON**  
ACTING CHIEF EXECUTIVE OFFICER



city of  
**PALMERSTON**

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- 5 DECLARATION OF INTEREST
  - 5.1 Elected Members
  - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
  - 6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on Tuesday 18 June 2024 pages 11367 to 11377 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS
  - 10.1 Moving Confidential Items into Open
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  - 10.3 Confidential Items

Nil
- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Community Wellbeing Advisory Committee Minutes - 13 June 2024
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Executive Assistant to General Manager Community, Georgina Davies
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

### COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

### PURPOSE

This Report seeks Council approval of the recommendations from the Community Wellbeing Advisory Committee meeting held on Thursday 13 June 2024.

### KEY MESSAGES

- The Community Wellbeing Advisory Committee met on Thursday 13 June 2024.
- The Advisory Committee agenda and unconfirmed minutes are available for viewing on Council's website.
- The Advisory Committee reviewed six (6) Receive and Note Reports.
- The reports on Networks and updates highlighted strong wellbeing outcomes for City of Palmerston in the areas of facility use, community events, library services, community services and regulatory services.

### RECOMMENDATION

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 13 June 2024 be received and noted.
2. THAT the unconfirmed Community Wellbeing Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Community Wellbeing Advisory Committee Minutes - 13 June 2024 be received and noted.

### BACKGROUND

The Community Advisory Committees have been established to provide strategic advice to Council on a range of community, social, and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. These Committees will assist Council in identifying, articulating, and responding appropriately to new and emerging issues.

As per the *Northern Territory Local Government Act 2019 (the Act)*, and the *Terms of Reference*, the Committees are advisory in nature with no delegated authority. They are intended to inform and make recommendations to Council on Committee-related issues.

## DISCUSSION

The Community Wellbeing Advisory Committee meeting was held on Thursday, 13 June 2024, with the unconfirmed minutes provided at **Attachment 13.1.1.1**.

The Advisory Committee reviewed the Receive and Note Reports *Network Updates – Community Wellbeing Committee, Community Facility Use, Community Events Update, Library Wellbeing Events and Programs, Community Services Wellbeing Report, and Regulatory Services Wellbeing Report*.

The reports on Networks and updates highlighted strong wellbeing outcomes for City of Palmerston. Some key highlights from the reports included:

- A marked increase in free facility hire by sport, recreation and community groups.
- Community interest and access, life-long learning and participation with City of Palmerston Library.
- Community engagement, events, programs and services provided by City of Palmerston.
- The support and outcomes of the Million Paws Walk.
- The introduction of the new Animal By-Laws.

The Agenda from this meeting is available for viewing on Council's website.

## CONSULTATION AND MARKETING

There was no consultation required during the preparation of this Report.

## POLICY IMPLICATIONS

There are no policy implications for this Report.

## BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this Report.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in community safety.
6. **Governance**  
Failure to effectively govern.

## STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

This report relates to the [Inclusive, Diverse & Accessible Policy Framework](#) due to Council's engagement to the community in bringing people together with diverse perspectives that increase the inclusiveness, diversity and accessibility of culture, services, and operations.

## COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## ATTACHMENTS

1. 20240613 - UNCONFIRMED - Community Wellbeing Advisory Committee Minutes - 13 June 2024 [13.1.1.1 - 6 pages]



# MINUTES

## Community Wellbeing Advisory Committee Meeting

### Thursday 13 June 2024

The Advisory Committee Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830

Council business papers can be viewed on the City of Palmerston website [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

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## COMMITTEE MINUTES

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Minutes of Community Wellbeing Advisory Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Thursday, 13 June 2024 at 5:30pm.

### PRESENT

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COMMITTEE MEMBERS	Councillor Sarah Henderson (Chair) Mayor Athina Pascoe-Bell Sheryl Sephton, Senior Community Member Senior Sergeant Siiri-Kai Tennosaar, Northern Territory Representative
STAFF	Acting Chief Executive Officer, Amelia Vellar General Manager Community, Konrad Seidl Regulatory Services Manager, Angie Heriot Minute Secretary, Georgina Davies
GALLERY	Nil

Initials:

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 13 JUNE 2024

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## COMMITTEE MINUTES

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### 1 ACKNOWLEDGEMENT OF COUNTRY

*City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.*

### 2 OPENING OF MEETING

The Chair declared the meeting open at 5:35pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Moved: Mayor Pascoe-Bell  
Seconded: Sheryl Sephton

1. THAT the apology received from Veronica Matipira for 13 June 2024 be received and noted.
2. THAT the apology received from Michelle Walker for 13 June 2024 be received and noted.

CARRIED CWAC10/54 – 13/06/2024

#### 3.2 Leave of Absence Previously Granted

Nil

#### 3.3 Leave of Absence Request

Nil

### 4 DECLARATION OF INTEREST

#### 4.1 Committee Members

Nil

#### 4.2 Staff

Nil

### 5 CONFIRMATION OF MINUTES

#### 5.1 Confirmation of Minutes

Moved: Sheryl Sephton  
Seconded: Siiri Tennosaar

THAT the Minutes of the Community Wellbeing Advisory Committee Meeting held on Wednesday 27 March 2024 pages 29 to 33 be confirmed.

CARRIED CWAC10/55 – 13/06/2024

Initials: \_\_\_\_\_

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 13 JUNE 2024

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COMMITTEE MINUTES

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5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

Nil

8.2 Receive and Note Reports

8.2.1 Network Updates - Community Wellbeing Committee

Moved: Mayor Pascoe-Bell

Seconded: Siiri Tennaasar

THAT Report entitled Network Updates - Community Wellbeing Committee be received and noted.

CARRIED CWAC10/56 - 13/06/2024

8.2.2 Community Facility Use

Moved: Sheryl Sephton

Seconded: Mayor Pascoe-Bell

THAT Report entitled Community Facility Use be received and noted.

CARRIED CWAC10/57 - 13/06/2024

Initials: \_\_\_\_\_



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## COMMITTEE MINUTES

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### 8.2.3 Community Events Update

Moved: Sheryl Sephton  
Seconded: Mayor Pascoe-Bell

THAT Report entitled Community Events Update be received and noted.

CARRIED CWAC10/58 - 13/06/2024

### 8.2.4 Library Wellbeing Events and Programs

Moved: Siiri Tennaasar  
Seconded: Sheryl Sephton

THAT Report entitled Library Wellbeing Events and Programs be received and noted.

CARRIED CWAC10/59 - 13/06/2024

### 8.2.5 Community Development Update

Moved: Sheryl Sephton  
Seconded: Siiri Tennaasar

THAT Report entitled Community Development Update be received and noted.

CARRIED CWAC10/60 - 13/06/2024

### 8.2.6 Animal Management Update

Moved: Mayor Pascoe-Bell  
Seconded: Sheryl Sephton

THAT Report entitled Animal Management Update be received and noted.

CARRIED CWAC10/61 - 13/06/2024

## 9 INFORMATION AND CORRESPONDENCE

### 9.1 Information

Nil

### 9.2 Correspondence

Nil

Initials: \_\_\_\_\_



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COMMITTEE MINUTES

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10 GENERAL BUSINESS

17.1 Tom Price Park

Moved: Sheryl Sephton  
Seconded: Siiri Tennosaar

THAT the question asked by Sheryl Sephton on the replacement of Tom Price Park following recent damage and the potential for lighting upgrade be taken on notice by the Acting Chief Executive Officer.

CARRIED CWAC10/62 – 13/06/2024

11 NEXT COMMITTEE MEETING

Moved: Sheryl Sephton  
Seconded: Siiri Tennosaar

THAT the next Community Wellbeing Advisory Committee Meeting of Council be held on Thursday, 12 September 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED CWAC10/63 – 13/06/2024

12 CLOSURE OF MEETING

Moved: Mayor Pascoe-Bell  
Seconded: Siiri Tennosaar

THAT the meeting of the Community Wellbeing Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 13 June 2024 closed at 6:20pm.

CARRIED CWAC10/64 – 13/06/2024

The Chair declared the meeting closed at 6:20pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Initials: \_\_\_\_\_

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Council Policy Review - Community Consultation
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Marketing and Communications Manager, Becky Saywell
<b>APPROVER:</b>	Acting General Manager People and Place, Emma Blight

### COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

### PURPOSE

This Report presents Council with the proposed draft review of Council Policy Community Engagement for the purposes of community engagement.

### KEY MESSAGES

- The Community Consultation Policy was due for a review in April 2024 within this current Council term.
- As part of the review, the Policy name has changed from 'Community Consultation' to 'Community Engagement' which better reflects every type of engagement opportunity including customer experience, social media, emails, events, public information stalls and purpose driven consultations.
- The Inclusive, Diverse & Accessible Policy Framework, Communications Strategy, and Community Plan are all reflected in the updated Policy, and it aligns with the national standards of engagement of IAP2 Public Participation Spectrum.
- The draft policy changes reflect defined values and principles that align with IAP2 and Northern Territory Government consultation practices.
- The draft Policy encourages the community to 'Join the conversation' as opposed to 'Have your say', facilitating a more collaborative approach.
- The draft Policy includes high level practicable actions that City of Palmerston will be accountable for, including the engagement purpose, accessibility, and evaluation.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - Community Consultation be received and noted.
2. THAT Council endorse the draft Community Engagement Policy, **Attachment 13.1.2.3**, for the purposes of community engagement, to commence in July 2024 for a period of 28 days, expected for endorsement from Council in October 2024.

### BACKGROUND

The Community Consultation Policy supports community engagement practices, in-line with the IAP2 Public Participation Spectrum, legislative requirements (*Local Government Act 2019*), and what is relevant for the Palmerston community. The policy ensures residents can provide feedback on initiatives and

projects that Council is working towards by providing accessible and appropriate opportunities for genuine engagement.

A review of the Policy was due in April however has been delayed due to competing priorities.

The Community Consultation Policy was last reviewed in 2021 (**Attachment 13.1.2.1**).

At the 1<sup>st</sup> Ordinary Council Meeting of 4 April 2021 Council made the following decisions:

### *13.2.4 Council Policy Review – Community Consultation*

*Moved: Alderman Spick*

*Seconded: Deputy Mayor Garden*

1. THAT Report entitled Council Policy Review - Community Consultation be received and noted.
2. THAT Council endorse amended Council Policy Community Consultation being **Attachment 13.2.4.3** to Report entitled Council Policy Review - Community Consultation as amended to remove clause 4.1.2.

*CARRIED 8/1561 – 06/04/2021*

## **DISCUSSION**

A review of the existing Policy has been completed and aims to establish the foundations of an improved overall consultation process.

The updated Community Engagement Policy (**Attachment 13.1.2.2**) includes amendments to the overarching principles and values of community engagement which include:

- Inclusive – planning for all-inclusive engagement practices.
- Transparent – providing a variety of opportunities for engagement, including minimum periods, and genuine two-way conversations.
- Innovative – incorporating traditional and non-traditional ways of conversing.
- Adaptable – tailoring community engagement plans according to the project, stakeholders and outcomes.
- Accountable – ensuring engagement practices look to close-the-loop by providing feedback and outcomes to those that participated.
- Sustainable – aiming to always improve to achieve long term strategic goals and incorporate environmentally friendly approaches.

It is proposed to rename the current 'Community Consultation Policy' to 'Community Engagement Policy' to better reflect the overarching goals, particularly the principles as outlined above. Consequently, it is proposed that Community Engagements are promoted using the phrase 'Join the conversation' as opposed to 'Have your say', to foster a more collaborative environment, embracing two-way communication and facilitating more meaningful engagements.

The draft Policy identifies all public events, Council meeting forums, committee meetings, social media and information stalls as opportunities to engage with the community, and these will be treated as Community Engagement activities.

Previous versions of the Policy provided comprehensive detail in relation to levels of engagement which restricted flexibility towards achieving the best outcome for the community. The proposed draft Community Engagement Policy meets legislative requirements, aligns with relevant Council publications, meets the national standards as set out in the IAP2 Public Participation Spectrum, and includes non-prescriptive provisions towards more meaningful community engagement.

Internal supporting documents will be developed to establish contemporary community engagement practices that are relevant for the Palmerston Community, inclusive of the requirements set out in the Inclusive, Diverse & Accessible Policy Framework (IDA) and that align with the principles set out in the IAP2 public participation spectrum.

The recommended policy for consultation is provided as **Attachment 13.1.2.3**.

## **CONSULTATION AND MARKETING PROCESS**

The following City of Palmerston staff were consulted in preparing this Report:

- Senior Leadership Team
- Executive Manager People and Customer
- General Manager People and Place

If adopted the draft Community Engagement Policy will proceed with Community Engagement for a period of 28 days, beginning in August 2024. The engagement will focus on ensuring a diverse audience is captured, including businesses, professional stakeholders, and residents, to understand preferred engagement practices for the Palmerston community. Our stakeholders will be engaged to help us to collaborate with residents that currently experience language, culture or social barriers to enable a more inclusive engagement. The feedback will guide future community engagements to ensure a genuine outcome.

Stakeholders:

- Palmerston community
- Professional Consultants and groups
- IAP2 Australasia
- Local providers and business owners

The engagement will use the following tools and tactics:

- Survey instrument
- Website
- Social media
- Public information stalls
- Print ads
- e-Newsletter (Library)
- One-on-one meetings

## **POLICY IMPLICATIONS**

If adopted, the new Community Engagement policy will replace the current Community Consultation Policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications relating to this Report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in community safety.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

This report reflects City of Palmerston's Inclusive Diverse and Accessible Policy Framework by ensuring a diverse audience is engaged with, in particular stakeholders with lived experience or experts. The Policy also reflects the sentiment of the Community Plan, as well as aligning with the Communication and Social Media Strategies.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

1. 20210409 Community Consultation Policy [13.1.2.1 - 3 pages]
2. 20210409 Community Consultation Policy edited version 1 [13.1.2.2 - 4 pages]
3. 20240606 Community Engagement Policy Draft 1 (2) [13.1.2.3 - 3 pages]



Name:	Community Consultation		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Deputy Chief Executive Officer		
Approval Date:	6/04/2021	Next Review Date:	9/04/2024
Records Number:	459732	Council Decision:	9/1561

## 1 PURPOSE

City of Palmerston is committed to open, accessible, and accountable decision-making informed by consultation with the Palmerston community.

This policy provides the governance for meaningful and engaging community consultation practices in Council’s planning and decision-making process.

Outcome 6 in City of Palmerston’s Community Plan states:

“Council is trusted by the community and invests in things that the public value”.

To deliver on this outcome, Council must be closely connected to its community, working in partnership to deliver what is needed to support people’s lives. In doing so, Council is actively pursuing its communities’ trust, through being open, accessible, and accountable.

It is essential that Council has a consistent approach to community engagement in place, and this policy sets out the framework for how we undertake consultation. The processes identified in this Policy complement any prescribed statutory requirements.

## 2 PRINCIPLES

- Encourage contributions from the community on decisions that will affect them.
- Identify the appropriate stakeholders and communicate how much influence the community has on the decision-making process.
- Provide a variety of appropriate and accessible ways for all people to have their say, including 24/7 online engagement options.
- Inform the community on Council's future initiatives and enhance community confidence, support for and involvement in these programs.
- Improve Council's understanding and management of community needs in all community consultation projects through the development of tailored community consultation plans, communication and media plans and reports.
- Actively listen to community views and use feedback to inform Council decisions.
- Provide appropriate minimum consultation periods and schedule consultation activities around any conflicting priorities such as school holidays, Council elections and/or other consultation activities.
- Provide timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by Council.

### 3 DEFINITIONS

*For the purposes of this Policy, the following definitions apply:*

Term	Definition
Consultation	The process of formal and informal consultation or discussion on Council issues.
Stakeholders	Stakeholders are recognised as individuals and groups who have an interest in Council's decision-making and who are affected by Council's decisions.
Statutory	Required, permitted, or enacted by statute
IAP2	The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

### 4 POLICY STATEMENT

#### 4.1 General

- 4.1.1 This Policy applies to employees, contractors, volunteers, consultants, and any other person(s) undertaking public engagement on behalf of City of Palmerston.
- 4.1.2 Consultation methodology will be guided by internal procedural strategies in line with the IAP2 International Association of Public Participation.
- 4.1.3 All consultation will reflect the minimum statutory requirements where applicable.
- 4.1.4 Where there is no statutory requirement for consultation, selection of the appropriate timeframe and actions will be at the discretion of Council.
- 4.1.5 The Communications and Media Team is responsible for providing advice and assistance for engaging with internal and external stakeholders and keeping this Policy up to date, visible and readily accessible.
- 4.1.6 The Chief Executive Officer will be responsible for implementation of the policy, which will include establishing the appropriate consultation methodology for each issue or project and reporting outcomes of consultations and review(s) of this Policy to Council.

#### 4.2 Ongoing community consultation

Council's commitment to engage with the community includes the following ongoing community engagement activities:

- 4.2.1 Open Council meetings including a 30-minute public forum.
- 4.2.2 Continued community participation in Advisory Groups and committees.
- 4.2.3 Open communication through the customer service team including phone, email, social media, web and face to face conversations.
- 4.2.3 Regular engagement opportunities with Elected Members.



**5 ASSOCIATED DOCUMENTS**

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- 5.1 Media Policy
- 5.2 Community Engagement Strategy (internal document)
- 5.3 Community Plan

**6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 *Local Government Act NT*



Table with 4 rows and 2-4 columns containing metadata: Name (Community Engagement Consultation), Type (Council Policy), Owner (Chief Executive Officer), Responsible Officer (Deputy Chief Executive Officer), Approval Date (6/04/2021), Next Review Date (9/04/2024), Records Number, and Council Decision (9/1561).

1 PURPOSE

City of Palmerston is committed to open, accessible, and accountable decision-making informed by consultation with the Palmerston community.

This policy provides the governance for meaningful and engaging community engagement consultation practices in Council’s planning and decision-making process.

Outcome 6 in City of Palmerston’s Community Plan states:

“Council is trusted by the community and invests in things that the public value”.

To deliver on this outcome, Council must be closely connected to its community, working in partnership to deliver what is needed to support people’s lives. In doing so, Council is actively pursuing its communities’ trust, through being open, accessible, and accountable.

It is essential that Council has a consistent approach to community engagement in place, and this policy sets out the framework for how we undertake consultation do that to ensure we achieve this. The processes identified in this Policy complement any prescribed statutory requirements.

2 PRINCIPLES



- Inclusive
  - Plan for all-inclusive engagement practices with a diverse audience regardless of age, race, gender, culture or accessibility.
  - Provide a variety of appropriate and accessible opportunities for everyone to offer feedback, including 24/7 online engagement options.
  
- Transparent
  - ~~Provide a variety of appropriate and accessible opportunities for everyone to offer feedback, including 24/7 online engagement options.~~
  - Provide appropriate minimum community engagement periods and schedule engagement activities around any conflicting priorities that may affect engagement outcomes.
  - Actively listen to community views and use feedback to inform Council decisions
  
- Innovative
  - Incorporate, where possible, innovative ways for the community to engage with council for the purpose of community engagement.
  
- Adaptable
  - Improve Council's understanding and management of community needs in all community engagement projects through the development of tailored community engagement plans, marketing and communication plans and reports.
  
- Accountable
  - Provide timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by Council.
  
- Sustainable
  - Practices that aim to meet long term strategic goals for the benefit of the community will be implemented. This will include social equity, and capacity building as well as improved environmental approaches.
  
- ~~Encourage contributions from the community on decisions that will affect them.~~
- ~~Identify the appropriate stakeholders and communicate how much influence the community has on the decision-making process.~~
- ~~Provide a variety of appropriate and accessible ways for all people to have their say, including 24/7 online engagement options.~~
- ~~Inform the community on Council's future initiatives and enhance community confidence, support for and involvement in these programs.~~
- ~~Improve Council's understanding and management of community needs in all community consultation projects through the development of tailored community consultation plans, communication and media plans and reports.~~
- ~~Actively listen to community views and use feedback to inform Council decisions.~~
- ~~Provide appropriate minimum consultation periods and schedule consultation activities around any conflicting priorities such as school holidays, Council elections and/or other consultation activities.~~
- ~~Provide timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by Council.~~

### 3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Consultation	The process of formal and informal consultation or discussion on Council issues.
<u>Engagement</u>	<u>The concept of two-way collaboration with the community to achieve meaningful solutions and build trust.</u>
Stakeholders	Stakeholders are recognised as individuals and groups who have an interest in Council's decision-making and who are affected by Council's decisions.
Statutory	Required, permitted, or enacted by statute
IAP2	The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

### 4 POLICY STATEMENT

#### 4.1 Community Engagement for projects and initiatives~~General~~

- 4.1.1 This Policy applies to employees, contractors, volunteers, consultants and any other person(s) undertaking public engagement on behalf of City of Palmerston.
- 4.1.2 ~~Consultation~~Community Engagement methodology will be guided by internal procedural strategies in line with the IAP2 International Association of Public Participation.
- 4.1.3 All ~~consultation~~community engagement periods will reflect ~~the~~ minimum statutory requirements where applicable.
- 4.1.4 Where there is no statutory requirement ~~for consultation~~, selection of the appropriate timeframe and actions will be at the discretion of Council.
- 4.1.5 The ~~Communications and Media~~Marketing and Communications Team provides advice and assistance ~~is responsible for providing advice and assistance~~ for engaging with internal and external stakeholders and keeping this Policy up to date, visible and readily accessible.
- 4.1.6 ~~The Chief Executive Officer will be responsible for implementation of the policy, which will include establishing the appropriate consultation engagement methodology for each issue or project and reporting outcomes of consultations and review(s) of this Policy to Council.~~

#### 4.2 Ongoing community consultation~~engagement~~

Council's commitment to engage with the community includes the following ongoing community engagement activities:

- 4.2.1 Open Council meetings including a 30-minute public forum prior to meetings.
- 4.2.2 Continued community participation in Advisory Groups and ~~committees~~Committees.
- 4.2.3 ~~Open communication~~ channels through the customer service team including phone, email, social media, web and face to face conversations.



4.2.3 Regular engagement opportunities with Elected Members.

## **5 ASSOCIATED DOCUMENTS**

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- 5.1 Media Policy
- 5.2 Community Engagement Strategy (internal document)
- 5.3 Community Plan

## **6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 *Local Government Act NT*



Name:	Community Engagement		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Deputy Chief Executive Officer		
Approval Date:	2/07/2024	Next Review Date:	2/07/2028
Records Number:		Council Decision:	

## 1 PURPOSE

City of Palmerston is committed to open, accessible, and accountable decision-making informed by consultation with the Palmerston community.

This policy provides the governance for meaningful and engaging community engagement practices in Council’s planning and decision-making process.

Council must be closely connected to its community, working in partnership to deliver what is needed to support people’s lives. In doing so, Council is actively pursuing its communities’ trust, through being open, accessible, and accountable.

It is essential that Council has a consistent approach to community engagement in place, and this policy sets out the framework to ensure we achieve this. The processes identified in this Policy complement prescribed statutory requirements.

## 2 PRINCIPLES

- Inclusive
  - Plan for all-inclusive engagement practices with a diverse audience regardless of age, race, gender, culture or accessibility.
  - Provide a variety of appropriate and accessible opportunities for everyone to offer feedback, including 24/7 online engagement options.
- Transparent
  - Provide appropriate minimum community engagement periods and schedule engagement activities around any conflicting priorities that may affect engagement outcomes.
  - Actively listen to community views and use feedback to inform Council decisions
- Innovative
  - Incorporate, where possible, innovative ways for the community to engage with council for the purpose of community engagement.
- Adaptable
  - Improve Council's understanding and management of community needs in all community engagement projects through the development of tailored community engagement plans, marketing and communication plans and reports.
- Accountable
  - Provide timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by Council.

- Sustainable
  - Practices that aim to meet long term strategic goals for the benefit of the community will be implemented. This will include social equity, and capacity building as well as improved environmental approaches.

### 3 DEFINITIONS

*For the purposes of this Policy, the following definitions apply:*

Term	Definition
Consultation	The process of formal and informal consultation or discussion on Council issues.
Engagement	The concept of two-way collaboration with the community to achieve meaningful solutions and build trust.
Stakeholders	Stakeholders are recognised as individuals and groups who have an interest in Council's decision-making and who are affected by Council's decisions.
Statutory	Required, permitted, or enacted by statute
IAP2	The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

### 4 POLICY STATEMENT

- 4.1 **Community Engagement for projects and initiatives**
  - 4.1.1 This Policy applies to employees, contractors, volunteers, consultants and any other person(s) undertaking public engagement on behalf of City of Palmerston.
  - 4.1.2 Community Engagement methodology will be guided by internal procedural strategies in line with the IAP2 International Association of Public Participation.
  - 4.1.3 All community engagement periods will reflect minimum statutory requirements where applicable.
  - 4.1.4 Where there is no statutory requirement, selection of the appropriate timeframe and actions will be at the discretion of Council.
  - 4.1.5 The Marketing and Communications Team provides advice and assistance for engaging with internal and external stakeholders and keeping this Policy up to date, visible and readily accessible.
  
- 4.2 **Ongoing community engagement**

Council's commitment to engage with the community includes the following ongoing community engagement activities:

  - 4.2.1 Open Council meetings including a 30-minute public forum prior to meetings
  - 4.2.2 Continued community participation in Advisory Groups and Committees.
  - 4.2.3 Open communication channels including phone, email, social media, web and face to face conversations.
  - 4.2.3 Regular engagement opportunities with Elected Members.



**5 ASSOCIATED DOCUMENTS**

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- 5.1 Media Policy
- 5.2 Community Engagement Strategy (internal document)
- 5.3 Community Plan

**6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 *Local Government Act NT*

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Laneway Management Policy - Draft for Consultation
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Civil Operations Team Leader, Nickolas Rakkas
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

Future Focused: Palmerston is an innovative city that sustains itself through the challenges of the future.

### PURPOSE

This Report presents Council with the proposed draft Laneway Management Policy (Policy) for the purposes of consultation.

### KEY MESSAGES

- The Laneway Management Policy was first adopted in November 2020 and is due for review.
- The following amendments were endorsed by Council in December 2023 to be incorporated into the review of the Policy:
  - Consideration of a tiered closure process based on laneway categorisation.
  - Night-time closures as an option to be incorporated as part of the application and assessment process.
  - Process and timing for amending existing and potential future treatments of laneways that are not permanently closed.
  - Reconsideration of annual review process for laneways with existing treatments.
- The most significant changes through the review are the introduction of;
  - consideration of all treatments potentially applicable to a laneway, including amending existing closures, night-time only closure and permanent closure, and
  - a tiered approach for treatment assessment based on laneway category, enabling a more efficient process for some laneways.
- The review of the Policy, and subsequent application process has been extensive and provides an updated framework for the management of Council owned laneways and methods for evaluating laneways that is consistent and transparent in accordance with Council's obligations.
- The application of the laneway categories, based on impact of active transport routes (ie additional distance a person needs to walk/cycle), has also been calculated for all laneways, enabling residents to be easily informed of the category and process for potential closure/treatment if requested.
- This report presented the updated draft Laneway Management Policy for Council's endorsement for consultation.
- The consultation will include writing to landowners adjacent laneways, contacting key stakeholders (i.e. NT Police), and presenting to Council's Safety and Wellbeing Committees.
- Following consultation, the Policy incorporating relevant consultation outcomes, will be presented to Council for adoption. This is anticipated to occur by October 2024.

## RECOMMENDATION

1. THAT Report entitled Laneway Management Policy - Draft for Consultation be received and noted.
2. THAT Council to endorse the draft Laneway Management Policy, **Attachment 13.1.3.2.**, for the purposes of community consultation to commence in July 2024 for a period of 28 days for expected endorsement from Council in October 2024.

## BACKGROUND

Council adopted its first Laneway Management Policy in November 2020. The purpose of the Policy is to preserve the network of laneways within the municipality and to guide the decision-making process when considering a form of treatment or closure. The Policy is aimed at ensuring a consistent, evidence-based approach to laneways management and treatments, particularly in relation to public requests for closures.

Of Council's 120 laneways, currently there are 19 laneways under treatment, with the majority being night-time closures and the remainder being temporary full-time closures. The full-time closures are considered temporary as there is no decision, at this time, to permanently close the laneways.

Information regarding the current Laneway Management Policy, guides and treatments is available on the on the Council's website:

<https://palmerston.nt.gov.au/community/community-safety/lanewaymanagement>

Council requested at the 2nd Ordinary Council Meeting held on 16 May 2023, that the Laneway Management Policy was reviewed ahead of its initial schedule of late 2024.

### *Laneway Closure Request – Broadarrow Circuit Woodroffe*

1. THAT Report entitled Laneway Closure Request – Broadarrow Circuit Woodroffe be received and noted.
2. THAT following consideration of the Broadarrow Circuit Laneway Request received 9 January 2023, that the laneway remains open at this time, with a further review and report to Council at the Second Ordinary Meeting in November 2023.
3. THAT a review of the Laneway Management Policy be brought forward to occur by the Second Ordinary Meeting in November 2023.

*CARRIED 10/839 – 16/05/2023*

At the 1<sup>st</sup> Ordinary Council Meeting of December 2023 Council made the following decisions:

### *13.1.7 Laneway Treatment and Laneway Management Policy Review*

1. THAT Report entitled Laneway Treatment and Laneway Management Policy Review be received and noted.
2. THAT Council endorse the following key elements to be included in the Laneway Management Policy review, with a draft to be presented to Council by March 2024.
  - a. Consideration of a tiered closure process based on laneway categorisation.
  - b. Night-time closures as an option to be incorporated as part of the application and assessment process.
  - c. Process and timing for amending existing and potential future treatments of laneways that are not permanently closed.

- d. *Reconsideration of annual review process for laneways with existing treatments.*
3. *THAT Council approve the continuation of the existing twelve temporary part-time laneway closures and seven full-time closures for a further twelve-month period, with a report to be prepared for Council by December 2024 for review, or as required following the updating of the Laneway Management Policy,*

*CARRIED 10/1138 – 12/12/2023*

At the 2<sup>nd</sup> Ordinary Council Meeting of March 2023 Council made the following decisions:

### *13.1.3 Draft Laneway Management Policy*

1. *THAT Report entitled Draft Laneway Management Policy be received and noted.*
2. *THAT a Council workshop be held by end May 2024 to review the draft Laneway Management Policy.*

*CARRIED 10/1252 – 19/03/2024*

Following a workshop, feedback from Councillors has been incorporated into the draft Policy and relevant flowcharts.

This report presents the revised draft Laneway Management Policy for council to consider prior to endorsement to proceed with community consultation.

## **DISCUSSION**

The Laneway Management Policy has been in effect since November 2020, refer to attached **Attachment 13.1.3.1**.

A review of the Policy has been undertaken to improve alignment with Council's position on laneway matters, improve efficiency and community outcomes. Changes to the Policy provide additional flexibility to community requests regarding treatments and transparency of the categorisation of each laneway.

The revised Policy being recommended for endorsement for consultation is provided at **Attachment 13.1.3.2**. A tracked changes version is not provided due to the number of changes to the Policy.

Some key highlights of changes incorporated into the revised Policy are:

- Tiered Laneway Treatment process, linked to Laneway Categorisation which is related to active transport movement, noting the categorisation calculation has not changed, however the names of the categories have been updated;
  - Low – Non-essential
  - Medium – Less essential
  - High – Essential
- Laneways with existing treatments will continue indefinitely once applied, or until a relevant application for an amendment is received.
- Amendments to treatments can be requested through a Laneway Application

The proposed changes to the Policy comprise of lessons learnt since the implementation of current Policy and discussions at Council workshops.

### **Tiered Laneway Treatment Process**

Adopting a tiered framework linked to laneway transport category provides council with improved decision-making ability when considering laneway treatments and the impact it may have on community obligations.

In conjunction with the Policy review, laneway categorisation has been completed for all council laneways, classifying them into one (1) of three (3) categories, based on their active transport impact. This is the calculation of the potential impact of additional distances to travel to different points of interest, such as schools and shops, and is consistent with the previous categorisation calculation.

The Transport category for all laneways is included at **Attachment 13.1.3.3**, and will be available for the public to access. Laneway applications will be reviewed in line with their category and predetermined process (refer to flow charts).

The revised Laneway Policy Flow Chart is provided for information and will be available for residents. These workflows can be updated as required, in alignment with the adopted Policy, to ensure they are able to be interpreted and applied by the Community.

- Essential Laneway Flowchart **Attachment 13.1.3.4**,
- Less Essential Flowchart **Attachment 13.1.3.5**
- Non-Essential flowchart **Attachment 13.1.3.6**

### Additional Treatment Options in Application

The amending or change of Laneway treatments has been integrated as part of the policy review. This provides the opportunity to re-activate temporarily closed laneways or propose new treatments for council to consider when receiving a laneway application. This also includes the ability for nighttime closure to be requested, rather than just the current permanent closure request.

The revised Policy provides improvements to the decision-making process when considering laneway treatments and the removal of treatments.

### Treatment Review Period

Improvements to laneway treatment reviews have been included as part of the Policy review, with the focus on the continuation of current treatments. Currently, Council reviews the existing laneway treatments annually to determine if treatments should be continued for the next 12 months.

The reviewed Policy proposes that laneway treatments applied will continue indefinitely, with a review of current treatments be presented to council each council term to ensure alignment with current municipal strategies. This approach reduces the administrative requirement to seek annual Council approval to extend existing endorsed laneway treatments already endorsed by council.

### Fees

The current fee associated with the permanent closure of a Laneway has been amended within the revised policy and is now linked to the City of Palmerston fees and charges rather than being listed within the Policy. The fee will only apply to the permanent closure of a laneway when amalgamated and will be included in the fees and charges booklet following finalisation of the updated Policy.

### Next Steps

The Policy as drafted, along with supporting information such as the flow charts, is recommended to be endorsed for community consultation and engagement. Further details are provided in the consultation and marketing section of this report.

Throughout the consultation process, Council's Safety and Wellbeing Committees will be presented to at their next meetings (scheduled for August and September respectively). Following this, the consultation outcomes will be collated into the final Policy for presentation to Council in October 2024.

## **CONSULTATION AND MARKETING**

Following endorsement, the draft Council Laneway Management Policy will proceed with Community Engagement. The engagement will aim to focus on ensuring that the primary stakeholders have enough

opportunity and can easily access the information to join in on the conversation. The primary stakeholders include residents and owners adjacent to a laneway, in the area of a laneway, and those that have previously participated in laneway consultations. The feedback from the primary stakeholders is vital to the success of the proposed policy changes. The Community Engagement period is proposed to run from 3 July until 31 July 2024 (inclusive).

The community engagement will include the following:

- Comprehensive information made available on the website including previous laneway consultation reports
- Supporting documents that help community understand the updates
- Opportunity to provide feedback via online, in person, email or over the phone for an extended period of 28 days (normally 21 days)
- Letters directly to impacted stakeholders (residents immediately adjacent a laneway)
- Signage with consultation details on all 'essential category' laneways
- Information made available via social media platforms
- NT News print ad
- Elected Members stall at the July Palmerston markets

The following City of Palmerston staff were consulted in preparing this Report:

- Marketing and Communications Manager

## **POLICY IMPLICATIONS**

When adopted, the revised Council Laneway Management Policy will replace the current policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

When the revised Laneway Management Policy is endorsed by Council, the City of Palmerston fees and charges will be revised to reflect the cost changes.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in community safety.
7. **Environmental Sustainability**  
Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.

The revised Policy outlines the purposes of preserving the network of laneways within the City and guides decisions to ensure vital functions of laneways are considered when assessing treatment options. The revised Policy is aimed at ensuring a consistent, evidence-based approach to laneway management and treatments, particularly in relation to public requests for closures.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

The Community Infrastructure Plan, Inclusive, Diverse and Assessable Policy Framework and the Disability Inclusion and Access Plan have been considered in the development of the revised Laneway Management Policy.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

1. Council Policy Laneway Management Original [**13.1.3.1** - 6 pages]
2. Revised Laneway Managemet Policy [**13.1.3.2** - 6 pages]
3. Laneway Transport Category [**13.1.3.3** - 4 pages]
4. Laneway Policy Flowchart DRAFT NR 20240207 RE V 06 - Essential [**13.1.3.4** - 1 page]
5. Laneway Policy Flowchart DRAFT NR 20240207 RE V- Less- Essential [**13.1.3.5** - 1 page]
6. Laneway Policy Flowchart DRAFT NR 20240207 RE V - Non- Essential [**13.1.3.6** - 1 page]



Name:	Laneway Management Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:	17/11/2020	Next Review Date:	17/11/2024
Records Number:	435343	Council Decision:	9/1385

**1 PURPOSE**

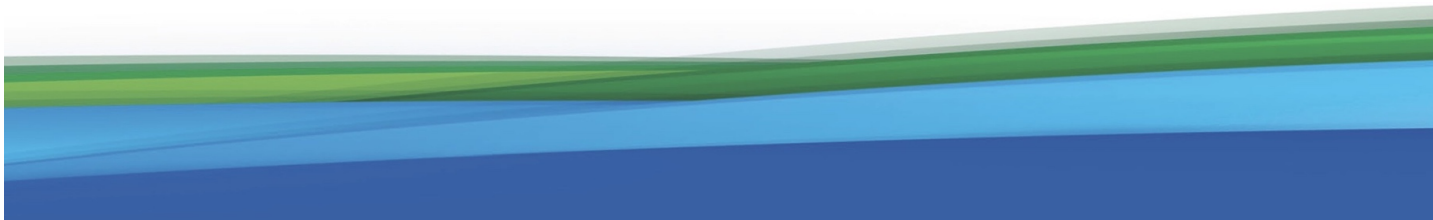
The purpose of this policy is to:

- preserve the network of laneways within the City, and
- guide decision making where a request to implement some form of treatment or closure of a laneway is received.

**2 PRINCIPLES**

The principles that apply to the management of laneways are:

- Council recognises the purpose and function that laneways were created and where practicable will retain laneways as a component of the pathway network
- Council will advocate for the engagement of all relevant government agencies that may impact on social behaviour issues and influence community responses and views
- The occurrence of anti-social and criminal behaviour is a community issue that may not be practical to address by laneway treatments or closures
- The implementation of temporary laneway treatments should not exceed twelve months without being reviewed by Council to assess effectiveness and costs
- A laneway that provides an overland stormwater flow path will not be considered for permanent closure
- Council recognizes that community expectations over time may change and that there will be different views within the community at any one time
- Wherever possible Council will seek to respond to the broad interests of the community when determining any treatment or closure of a laneway
- The permanent closure of a laneway within the road reserve requires the consent of the Minister for Local Government and the Minister responsible for the Control of *Roads Act*



### 3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Public Open Space (POS) Access Laneway	A laneway connecting a street to POS, and the land comprising the laneway is within the surveyed lot forming the POS
Street Access Laneway	A laneway connecting two streets and the land is a continuation of the road reserve
Laneway Category	A method to calculate the significance of the laneway based on the level of disruption to active transport activities and overland stormwater movement
Permanent Laneway Treatment	A modification of a laneway intended to remain in place for greater than twelve months that may include: <ul style="list-style-type: none"> <li>• Bicycle chicane/s,</li> <li>• Lighting.</li> </ul> Permanent closure is not a form of laneway treatment.
Temporary Part Time Closure	Typically involves daily closing of a laneway with locked gates typically between the hours of 9:00pm and 6:30am with the duration of the daily closing as determined by Council with a maximum period of twelve months. The time of closure will be assessed to suit the circumstances of the laneway.
Temporary Full Time Closure	The closure of the laneway with locked gates with the duration of closure as determined by Council with a maximum period of twelve months.
Permanent Closure	The closing of a laneway by the creation of a new lot that is defined by the boundaries of the abutting properties with the intent to dispose of the lot and consolidate into abutting properties
Active Transport	Relates to physical activity undertaken as a means of transport. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles.
Relevant Government Agencies	NT Police Force, Territory Housing, Territory Families, and other agencies involved with the provision of social services
Public Utility Easement (Linear or Transverse)	An easement established in the interest of a public utility provider for the purpose of protecting an underground service/s located within (linear) or across (transverse) a laneway
Overland Stormwater Flow Path	Several laneways provide severe rainfall (1:100 yr) event overland flow paths to mitigate the risk of property inundation

## 4 POLICY STATEMENT

### 4.1 Rationale

4.1.1 The retention of laneways to enable active transport options is Council's preferred option.

4.1.2 Where social issues associated with anti-social or criminal activity are occurring within the vicinity of a laneway the initial response is to engage with relevant government agencies to identify reactive and proactive intervention options, prior to considering the use of laneway treatments.

4.1.3 The permanent closure of a laneway will be considered by Council in special circumstances where the closure of the laneway does not unreasonably impact on active transport options within the vicinity of the laneway. The impact assessment includes several information sources outlined in the Policy.

### 4.2 Laneway Application and Assessment Requirements

#### 4.2.1 Landowner application to close a laneway

For Council to assess a laneway an application form must be completed by all abutting property owners. The form will include the following:

- a) Reason for requesting closure of the laneway e.g. anti-social behaviour associated with use of the laneway
- b) Details of incidents reported to NT Police providing dates and times
- c) Period of occupancy of the property
- d) Acknowledgment that a financial contribution will be paid to Council on request prior to instigation of a permanent closure where Council determines closure is possible
- e) Acknowledgement that payment to Council is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

#### NOTE:

1. Where an abutting property owner is the Northern Territory Government, Council will liaise directly with the relevant agency.
2. Payment of a financial contribution will not be required at the time of requesting closure of a laneway – only after Council determines that permanent closure is possible.
3. Where a resident is not the owner of the property, the property owner is required to make the application as the property owner will be required to agree to amalgamate any closed portion of laneway and make a payment for the land based on the methodology set out in Clause 4.4.3.

#### 4.2.2 Information to be collected for report to Council

4.2.2.1 Where the completed application forms have been received from all property owners, Council will undertake the following actions:

- a) Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period

- b) Survey a minimum 20 properties within the immediate vicinity of the laneway
- c) Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data
- d) Request information from relevant government agencies and non-government organisations on local issues
- e) Calculate the Laneway Category using the approved methodology
- f) Assess the laneway in respect of stormwater function
- g) Obtain information on underground services within the laneway.

**NOTE:**

1. Council will respond to a request for closure no later than three months from receipt of a written request submitted in accordance with Clause 4.2.1.

**4.2.3 Consideration by Council**

4.2.3.1 Where the above requirements and information have been completed Council will consider the appropriate action to be taken. The options that Council may consider are:

- a) Decline the request;  
Where a request has been declined Council will not consider a further request within twelve months unless there is a demonstrable and significant change in circumstances from the original request.
- b) Request relevant government agencies and non-government organisations to provide responses to address the cause of the anti-social behaviour;
- c) Where the information indicates that a targeted strategy may assist in addressing the cause of the anti-social behaviour Council will advocate for responses from the relevant government agencies and non-government organisations.
- d) Consider a treatment commensurate with the identified issues;
- e) Where treatment does not involve trialling part-time closures, the treatment may be permanent. Where the Council approves the trialling of a part-time closure, the closures will occur for a maximum period of twelve months (from implementation).

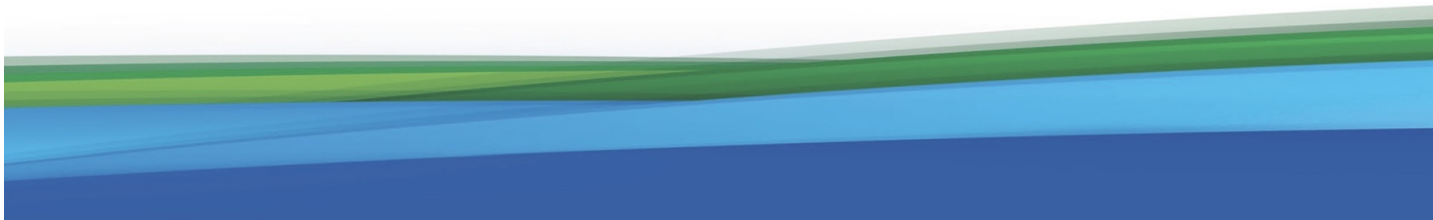
**NOTE:**

1. Council will determine the review period based on the specific circumstances of the laneway. The purpose of setting a twelve month maximum period is to ensure that the information and monitoring that may be required is undertaken in a timely manner.

**4.2.4 Review by Council**

4.2.4.1 Where Council has approved a trial treatment or facilitated a response by relevant government agencies and non-government organisations the following review periods will apply:

- a) Request relevant government agencies and non-government organisations to provide responses to address the cause of the anti-social behaviour.



4.2.4.2 Council will review the effectiveness of the responses no sooner than six months from implementation.

4.2.4.3 Where the responses have not achieved a positive outcome however the expectation is that the strategy/response may deliver reduced incidents of anti-social behaviour, the Council may defer a decision on the laneway for a further six month period.

4.2.4.4 At the conclusion of the initial six months or after twelve months where there is no demonstrable reduction in anti-social behaviour Council may consider permanent closure of the laneway subject to the required criteria being met.

- b) Consider a treatment commensurate with the identified issues;

Where the Council approves the trialling of a night-time closure, the closures will occur for a maximum period of twelve months (from implementation) before the effectiveness of the trial is assessed. During the trial the laneway use, and other relevant information will be collected.

4.2.4.5 Subject to the information collected, Council may choose to cease the treatment or extend the treatment for further period not exceeding twelve months.

#### 4.3 Criteria for permanent closure of a laneway

4.3.1 Council may seek the permanent closure of a laneway where the following criteria are satisfied:

- a) The laneway does not provide an overland stormwater flow path; and
- b) The Laneway Category is rated a Low or Medium; and
- c) Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties; and
- d) The abutting landowners have acknowledged and agreed to the contribution to costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to be amalgamated with their property; and
- e) The laneway use is less than 30 movements per day.

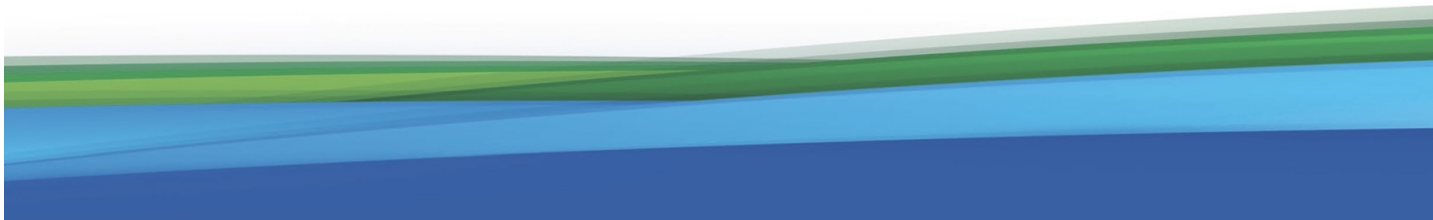
**NOTE:**

1. The purpose of the policy is to avoid the retention of small and isolated parcels of land held by Council that serve no long term benefit or purpose for the community.

#### 4.4 Landowner contribution and purchase of land

4.4.1 The cost to undertake the permanent closure of a laneway may be up to \$16,000 and comprises public notices, survey, land titles and development costs, and removal of the constructed path.

4.4.2 Council will require each abutting landowner to contribute \$500 towards these costs. Payment will be required prior to instigating public consultation for the proposed closure.





- 4.4.3 Where a landowner has agreed to amalgamate a portion of the closed laneway with their property, the value of the closed portion will be calculated as follows:
- The value of the original property will be determined,
  - The combined (original plus portion of laneway) property will be calculated,
  - The amount to be paid will be the difference between the two values.
- 4.4.4 The values will be determined by a Certified Practicing Valuer and subject to review by the Valuer General where required.

NOTE:

1. Payment of a financial contribution will not be required at the time of requesting closure of a laneway – only after Council determines that permanent closure is possible.
2. Payment for a portion of land to be acquired will not be required at the time of requesting closure of a laneway – only after the permanent closure has been approved by the relevant Ministers, where required, and the subdivision of the land has been determined to enable the valuation methodology to be applied.

## 5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Laneway Classification Guidelines

## 6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2008*  
6.2 *Local Government Act (Administration) Regulations 2008*  
6.3 *Local Government Act (NT) 2008 Guidelines (Disposal of Property)*

Name:	Laneway Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Infrastructure		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

## 1 PURPOSE

This Policy outlines the criteria for preserving the network of laneways within the City, and guides decision making where a request to implement or remove a form of treatment of a laneway is received.

## 2 PRINCIPLES

The principles that apply to the management of laneways are:

- Council recognises the purpose and function that laneways were created and where practicable, will retain laneways as a component of the pathway network.
- Council will act on Laneway Applications in line with the laneways given category.
- Council will advocate for the engagement of all relevant government agencies that may impact on social behaviour issues and influence community responses and views.
- The occurrence of anti-social and criminal behaviour is a community issue that may not be practical to address by laneway treatments or closures.
- A laneway that provides an overland stormwater flow path will not be considered for permanent closure.
- Council recognises that community expectations over time may change and that there will be different views within the community at any one time.
- Wherever possible Council will seek to respond to the broad interests of the community when determining any treatment or closure of a laneway.
- The permanent closure of a laneway within the road reserve requires the consent of the Minister for Local Government and the Minister responsible for the *Control of Roads Act*.

## 3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Active Transport	Relates to physical activity undertaken as a means of transport between points of interest. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles.
Community	Public, residents, or rate payers
Fees and charges	Charges outlined in City of Palmerston's Fees and Charges.
Full Time Closure	The closure of the laneway with locked gates with the duration of closure as determined by Council. (Maximum of 12 months which will revert to open after this period)
Laneway	A laneway provides connectivity between roads and/or public open space. It could exist as road reserve or as part of a lot. It is typically less than 10m in width.

Laneway Application	A request to implement or remove a form of treatment of a laneway.
Laneway Category (Transport Category)	A method to calculate the significance of the laneway for Active Transport based on the level of disruption to points of interest and desirable destinations.
Laneway Transport Category - Essential	High significance for active transport options.
Laneway Transport Category - Less Essential	Moderate significance for active transport options.
Laneway Transport Category - Non-Essential	Low significance for active transport options.
Overland Stormwater Flow Path	Where the laneway provides overland flow paths to mitigate the risk of property inundation in a major storm rainfall (1:100yr) event.
Part Time Closure or Night Closure	Typically involves daily closing of a laneway with locked gates, typically between the hours of 9:00pm and 6:30am with the duration of the daily closing as determined by Council. The time of closure will be assessed to suit the circumstances of the laneway.
Permanent Closure	The closing of a laneway by the creation of a new lot that is defined by the boundaries of the abutting properties, with the intent to dispose of the lot and consolidate into abutting properties.
Public Utility Easement (Linear or Transverse)	An easement established in the interest of a public utility provider for the purpose of protecting an underground service/s located within (linear) or across (transverse) a laneway.
Relevant Government Agencies	NT Police Force, Territory Housing, Territory Families, and other agencies involved with the provision of social services.

## 4 POLICY STATEMENT

### 4.1 Rationale

- 4.1.1 The retention of laneways to enable active transport options is Council’s preferred option.
- 4.1.2 Where social issues associated with anti-social or criminal activity are occurring within the vicinity of a laneway the initial response is to engage with relevant government agencies to identify reactive and proactive intervention options, prior to considering the use of laneway treatments.
- 4.1.3 The permanent closure of a laneway will be considered by Council in special circumstances where the closure of the laneway does not unreasonably impact on active transport options within the vicinity of the laneway. The impact assessment includes several information sources outlined in the Policy.

## 4.2 Laneway Application

4.2.1 For Council to consider treatment of a laneway, a Laneway Application form must be completed and submitted.

4.2.2 The form will include the following to be accepted by Council:

- a) All abutting property owners' signatures, with the acknowledgment of cost applied.
- b) Reasons for requesting the proposed treatment, with supporting documentation.
- c) Indication of the proposed laneway treatment, being temporary part time closure, temporary full-time closure, permanent closure, or laneway opening.
- d) Details of incidents reported to NT Police with dates, times, and promise/report numbers.
- e) Period of occupancy of the property owner.
- f) A non-refundable fee will be paid to Council once it determines the actions from the proposed Laneway Application in accordance with the Fees and Charges.
- g) Acknowledgement that payment to City of Palmerston is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

4.2.3 The amendment of an existing laneway treatment will be considered by Council in the form of a Laneway application, the submission must contain or have attached relevant documents to support the proposed change in treatment or removal of treatment.

4.2.4 Where a request has been previously considered Council, a further application will not be considered for twelve months unless there is a demonstrable and significant change in circumstances from the original request.

**NOTE:**

- Council will respond to a Laneway request no later than three months from receipt of a conforming Laneway Application.
- The implementation of a treatment can take up to 12 months to apply.
- Where an abutting property owner is the Northern Territory Government, Council will liaise directly with the relevant agency.
- Where a resident is not the owner of the property, the property owner is required to make the application.

### 4.3 Laneway Assessment

Where a completed application for closure has been received, Council will undertake the following actions in line with the laneway Transport Category.

#### 4.3.1 Essential

Laneways categorised as Essential are not automatically considered to meet the requirements for laneway treatment. Requests for treatment of Essential laneways will be presented to Council for consideration of treatment prior to community consultation or extensive data gathering.

##### Preliminary investigation

- a. Assess the laneway in respect of stormwater function.
- b. Obtain information on underground services within the laneway.
- c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
- d. Request information from relevant government agencies and non-government organisations on local issues.
- e. Report to Council to determine whether to proceed to detailed investigation.

##### Detailed Investigation

- a. Survey a minimum 20 properties within the immediate vicinity of the laneway
- b. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
- c. Report to Council.
- d. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

#### 4.3.2 Less Essential

Laneways with a category of Less Essential may meet the requirements for laneway treatment, subject to consultation and investigation.

##### Preliminary investigation

- a. 4-week localised consultation through signage at the Laneway to seek feedback from the community.
- b. Assess the laneway in respect of stormwater function.
- c. Obtain information on underground services within the laneway.
- d. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
- e. Request information from relevant government agencies and non-government organisations on local issues.
- f. Report to Council whether to proceed to detailed investigation.

##### Detailed Investigation

- a. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
- b. Report to Council.
- c. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

#### 4.3.3 Non-Essential

Laneways with a category of non-essential are considered to have the highest potential for treatment to be applied.

- a. Assess the laneway in respect of stormwater function.
- b. Obtain information on underground services within the laneway.
- c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
- d. Request information from relevant government agencies and non-government organisations on local issue.
- e. Four-week localised consultation through signage at the Laneway to seek feedback from the community.
- f. Report to Council for decision.
- g. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

#### 4.4 Criteria for permanent closure of a laneway

Permanent closure of a Laneway will only be considered where all of the following criteria are satisfied:

- a. The Laneway does not provide an overland stormwater flow path.
- b. Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties.
- c. The abutting landowners have acknowledged and agreed to the contribution to costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to be amalgamated with their property.
- d. The Laneway does not form part of an emergency access or escape.
- e. Service Authorities agree to the closure of the laneway with appropriate easements in place (where relevant).

NOTE: The purpose of the policy is to avoid the retention of small and isolated parcels of land held by Council that serve no long-term benefit or purpose for the community.

#### 4.5 Amending Existing Laneway Treatments (Not Permanently closed)

4.5.1 Council may consider amending an existing laneway treatment, Council requires the following;

- a. Completed Laneway Application with proposed new treatment; and
- b. Supporting documentation, the submission must contain or have attached relevant documents to support the proposed change in treatment.

4.5.2 Council will consider the Laneway Application and supporting documents for decision.

4.5.3 Council will determine if alterations will be applied to the laneway treatment.

4.5.5 Council will not consider changes to laneway treatment under 12 months after a Council decision has already been implemented, amended, or declined.

#### 4.6 Review process for existing laneway treatments

4.6.1 Laneways with active treatments applied will continue indefinitely until Council approves a change in treatment.

4.6.2 Laneways that have a treatment in place will be reviewed for alignment to the Policy each Council term.

#### 4.7 Landowner contribution and purchase of land

4.7.1 All associated costs relating to the amalgamation of the laneway is the responsibility of the applicant or absorbing landowners.

4.7.2 A deposit will be required prior to actioning public consultation for the proposed permanent closure, in accordance with Council's fees and charges.

4.7.3 The deposit may be used as part of the amalgamation cost, with any unused funds returned if the land transfer doesn't proceed.

4.7.4 Where a landowner has agreed to amalgamate a portion of the closed laneway with their property, the value of the closed portion will be calculated as follows:

- a. The value of the original property will be determined,
- b. The combined (original plus portion of laneway) property will be calculated,
- c. The amount to be paid will be the difference between the two values.

4.7.5 The Land values and cost will be determined by a Certified Practising Valuer and subject to review by the Valuer General where required.

## 5 ASSOCIATED DOCUMENTS

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### 5.1 City of Palmerston Laneway Category Flow Charts



## LANEWAY CATEGORISATION

Laneways are labelled into an 'Active Transport Category' as per below table. The category's consider the level of connectivity each laneways provides to the broader community such as proximity to public transport, shopping centres and schools.

Location	Non-essential	Less-essential	Essential
Achernar Ct to Tracey Park		•	
Alidade Cres to Wye Ct	•		
Altair Ct and Capella Ct	•		
Antares Ct to Tracey park		•	
Astrolabe Ct to Emery Ave	•		
Bagshaw Cres to Campden Ct	•		
Bagshaw Cres to Chung Wah Tce		•	
Bagshaw Cres to Houschilt Ct	•		
Bailey Cct to President Park		•	
Baldwin Dr to Azimuth Ct		•	
Beacon Cct to Sabbald Cct	•		
Beacon Ct to Chung Wah Tce	•		
Beaumont Park to Chung Wah Tce			•
Betelgeuse Ct to Chung Wah Tce	•		
Betelgeuse Ct to drain	•		
Boileau Ct to drain on Gunter Cct		•	
Bonson Tce to Calandrinia Ct		•	
Bonson Tce to Manson Ct		•	
Bonson Tce to Staghorn Ct		•	
Bristow Ct to Maurice Tce		•	
Broadarrow Cct to Drain			•
Buckland Ct to Rennie Ct	•		
Burnett Ct to Drive Ave			•
Cairn Ct to Chung Wah Tce	•		
Cairn Ct to Vernier park	•		
Caladium Ct to Tilston Ave			•
Callie Ct to Lambrick Ave - East	•		
Callie Ct to Lambrick Ave - West	•		
Canonbury Cct to Gwyn park	•		
Canonbury C ct to Temple Tce		•	
Canopus Ct to James Cct	•		

# COUNCIL AGENDA Attachment 13.1.3.3

Location	Non-essential	Less-essential	Essential
Capella Ct and Woodroffe drain	•		
Castor Ct to Temple Tce			•
Chemnitz Ct to Elrundie Ave	•		
Chin Gong Cct to Elrundie Ave	•		
Chin Gong to Widdup park			•
Chung Wah Tce to Strawbridge Cres			•
Compass Ct to James Cct	•		
Compass Ct to Tracey park	•		
Connaught Ct to Bakewell Primary School		•	
Connaught Ct to Rudolph Ct	•		
Cordia Ct to park on Lancewood St	•		
Cornwallis Cct to Temple Tce		•	
Corrick Ct to Lindsay Park	•		
Crake Ct to Forrest Pde		•	
Cuthbertson Cres to Elrundie Ave		•	
Cycas Ct to Temple Tce			•
Denebola Ct to Woodroffe Ave			•
Dillon Cct to Chung Wah Tce			•
Dutton Ct to Elrundie Ave			•
Dwyer Cct to Golf course - North		•	
Dwyer Cct to Golf Course - South	•		
Edgecumbe Ct to unnamed park		•	
Excelsa Ct to Rosebery Park	•		
Excelsa Ct to Lobelia Ct		•	
Extension to Tanami Ct to Lambrick Ave	•		
Favenc Ct to Chug Wah Tce	•		
Flametree Cct to Chung Wah Tce	•		
Flockhart Dr to Elrundie Ave to Campfire Ct to Brumby Ct			•
Forrest Pde to Landsborough St	•		
Goodall Ct to Tanami Ct	•		
Greer Ct to Widdup Park			•
Gumnut Way to Livistona Park	•		
Gumnut Way to Staghorn Ct		•	
Gunter Cct to drain	•		
Gunter Cct to Sibbald Cct			•

## COUNCIL AGENDA Attachment 13.1.3.3

Location	Non-essential	Less-essential	Essential
Hannibal Cres to Temple Tce			•
Harrison Cct to Sacred Heart Primary school	•		
Harrison Cct to Sextant Ct	•		
Harrison Cct to Temple Tce	•		
Helio Ct to Sibbald park	•		
Hogan Ct to Ascension park	•		
Invar Ct to Gunter Cct	•		
Kafcaloudes Cres to Schombacher Cct			•
Kriewaldt Cct to golf course			•
Landsborough St to Bill Lewis Park	•		
Lela Ct the Elrundie Ave	•		
Lobelia Ct to Rosebery Drv		•	
Lorna Lim Tce to unnamed park	•		
Mannikan Ct to Chung Wah Tce			•
Mannikan Ct/ Bakewell shops to Palmerston Escarpment Park			•
Martin Ct to Palmerston golf course		•	
Maurice Tce to Napier Ct			•
McGuire Cct to Elrundie Ave			•
McInnis Cct to Elrundie Ave		•	
McInnis Cct to President Park	•		
Melastoma Drv to Livistona Park	•		
Melastoma Drv to Temple Tce	•		
Moorhen to Buscall Ave	•		
Muckaninnie ct and Moulded drain/ Elrundie Ave	•		
Muckaninnie ct to Lindsay Park	•		
Noltenius Cct to Bagshaw Cres			•
Palmerston cct to Mansfield st			•
Parmentier Pl to Moulden Drain	•		
Politis ct to Beaumont Park Moulden	•		
Priest cct to Emery Ave			•
Priest cct to Phineaus ct		•	
Raffles road to Rosetta st	•		
Rilstone ct to Temple Tce Moulden			•

## COUNCIL AGENDA Attachment 13.1.3.3

Location	Non-essential	Less-essential	Essential
Shortrede Ct to drain on Baldwin Dr	•		
Sibbald Cres to unnamed park	•		
Squatters Rd to Drain	•		
Squatters Rd to Walter Rd	•		
Staghorn Ct to Livistona Park	•		
Star Ct to Zenith Cct	•		
Stint Ct to drain on Lambrick Ave	•		
Stint Ct to Forrest Pde	•		
Strawbridge Cres to Politis Ct	•		
Tanami Ct to Lambrick Ave	•		
Transit Cct to Vernier Park		•	
Troughton Ct to Tracey park - North	•		
Troughton Ct to Tracey Park - South	•		
Vega Ct to Woodroffe Ave			•
Vernier Cct to Vernier Park		•	
Verniwr Cct to Emery Ave		•	
Waterhouse Cres to Widdup Cres		•	
Widdup Cres to Widdup Park	•		
Wiesener Ct to Woodroffe drain	•		
Wilfred Ct to Widdup Park	•		
William Ct to Widdup Park		•	
Zenith Cct to Palmerston cricket club oval and Woodroffe Primary School	•		

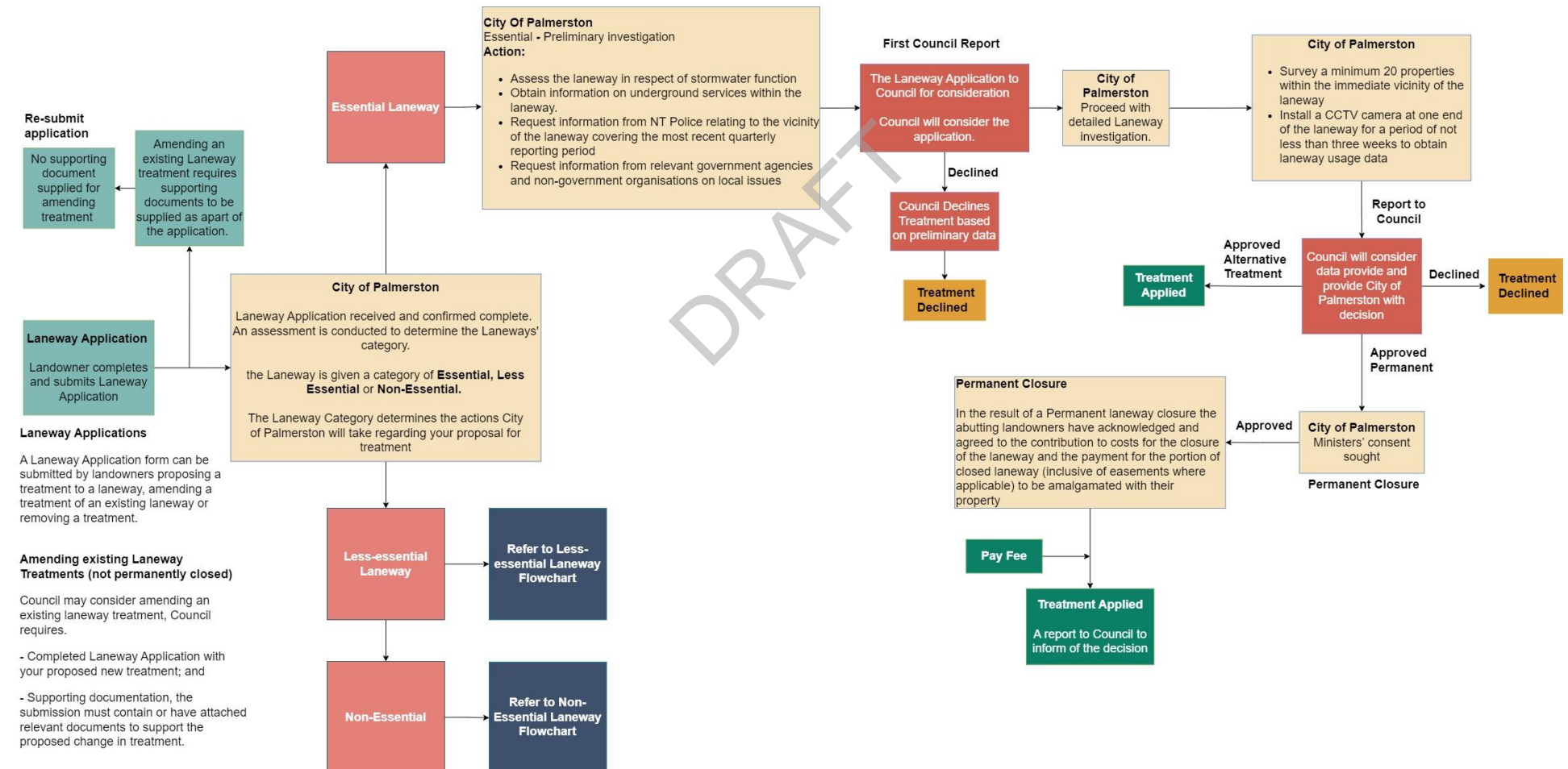
# City of Palmerston - Laneway Management Policy Flowchart

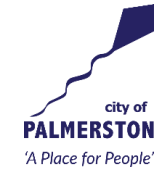
## Active Transport Categorisation - Essential Laneway

Timeframe to first council report

**Essential:** 6 weeks

The complete processing of a Laneway Application can take up to 12 months to reach a decision



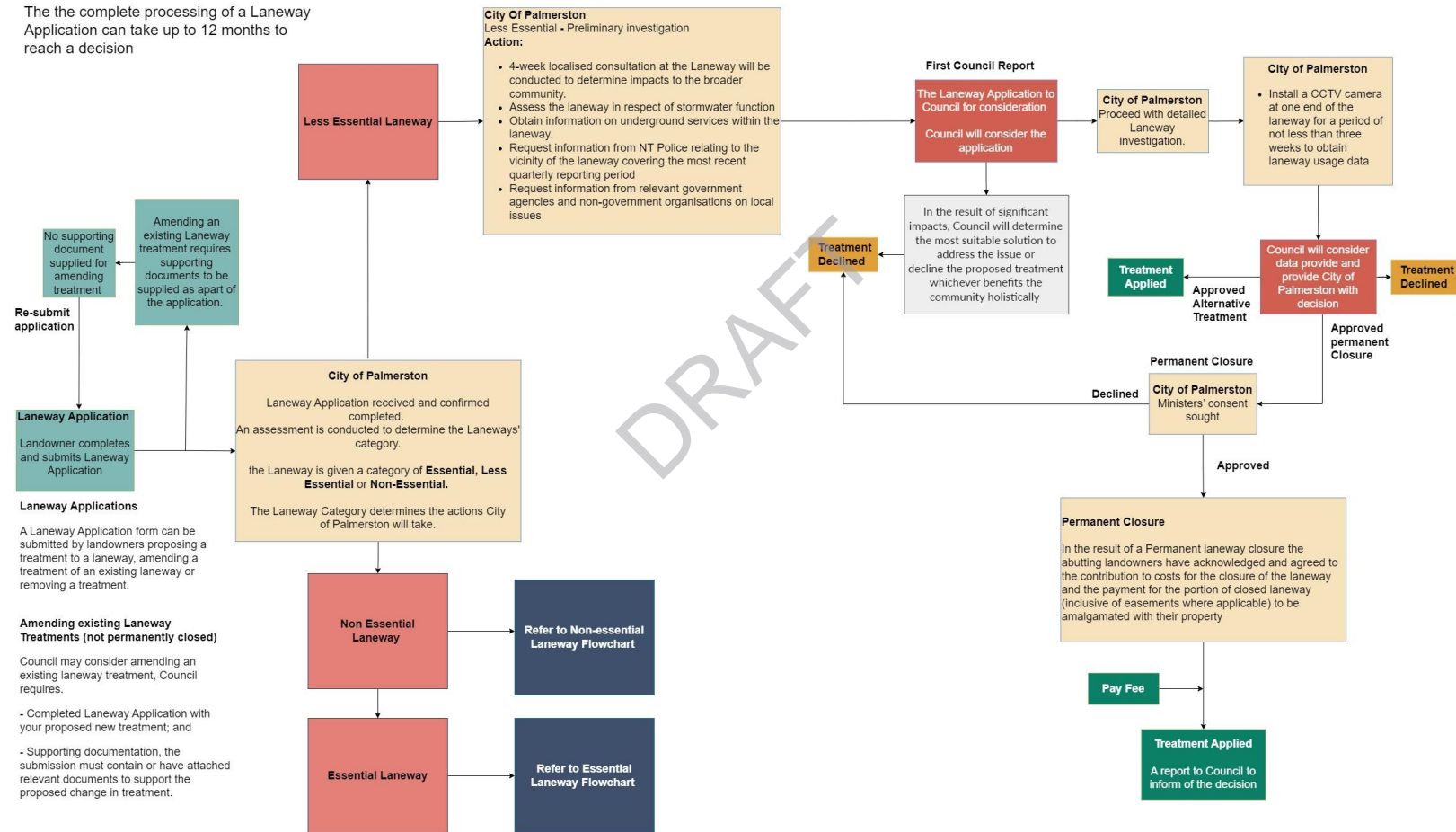


# City of Palmerston - Laneway Management Policy Flowchart Active Transport Categorisation - Less Essential

Timeframe to first council report

Less Essential: 8 Weeks

The complete processing of a Laneway Application can take up to 12 months to reach a decision



DRAFT

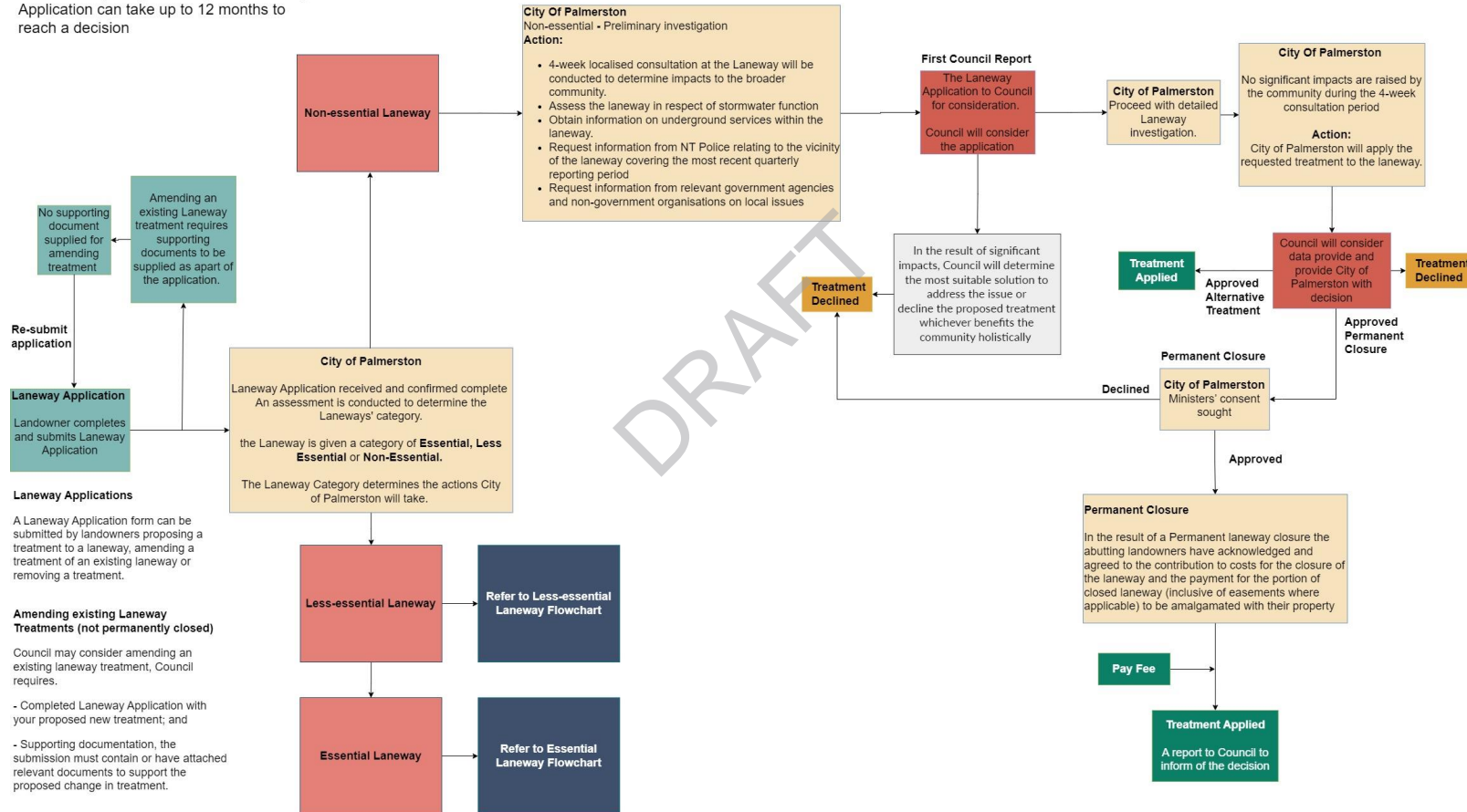


# City of Palmerston - Laneway Management Policy Flowchart Active Transport Categorisation - Non-essential

Timeframe to first council report

**Non-Essential:** 8 Weeks

The complete processing of a Laneway Application can take up to 12 months to reach a decision



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Risk Management and Audit Committee Terms of Reference
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	General Manager Finance and Governance, Wati Kerta
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

### PURPOSE

This Report seeks Council approval to adopt the revised Council Policy Risk Management and Audit Committee Terms of Reference.

### KEY MESSAGES

- Council Policy – *Risk Management and Audit Committee* was last reviewed and approved by Council on 18 August 2020 following input from Risk Management and Audit Committee (RMAC).
- At the 25 October 2023 meeting, RMAC requested that a review of the Terms of Reference (ToR) for Risk Management and Audit Committee be undertaken.
- This review was conducted and the revised draft was presented at the 27 February 2024 RMAC meeting however RMAC further recommended staff seek additional information on the intention of the principles in the Terms of Reference, particularly in relation to the intent of the term *financial integrity* as stated in Section 87 of the *Local Government Act 2019*.
- Additional information was sought which resulted in the inclusion of a definition of integrity - it refers to the financial and performance management of City of Palmerston, that it is open, transparent and accountable.
- All other elements of the policy remains the same, with some minor administrative changes.
- The revised Council Policy – Risk Management and Audit Committee Terms of Reference is attached as **Attachment 13.1.4.3**.

### RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Terms of Reference be received and noted.
2. THAT Council rescind Council Policy Risk Management and Audit Committee Terms of Reference being **Attachment 13.1.4.1** to Report entitled Risk Management and Audit Committee Terms of Reference.
3. THAT Council adopt the updated Risk Management and Audit Committee Terms of Reference being **Attachment 13.1.4.3** to Report entitled Risk Management and Audit Committee Terms of Reference.

### BACKGROUND

Terms of Reference are an important part of governance activities as they help guide the scope, roles and responsibilities of committees. The current Risk Management and Audit Terms of Reference, *FIN09- Risk*

*Management and Audit Committee* was recommended by the Committee on 28 July 2020 and adopted by Council at its Ordinary Meeting on 18 August 2020.

At the 25 October 2023 meeting, RMAC requested that a review be undertaken of its Terms of Reference. This review was conducted, and the revised draft was presented at the 27 February 2024 Committee meeting however it was recommended that the report lay on the table for clarification on the intention of the principals.

At the ordinary meeting 5 March 2024, Council accepted the recommendation for staff to seek additional information on the intention of the principles in the Terms of Reference, particularly in relation to the intent of the term integrity as stated in Section 87 of the *Local Government Act 2019*. The additional information was presented to the Committee at the 11 June 2024 meeting with the proposed amendments to Councils Policy Risk Management and Audit Committee Terms of Reference presented to the Committee as provided at **Attachment 13.1.4.3**.

This report provides Council with the amendment to Councils Policy Risk Management and Audit Committee Terms of Reference.

## DISCUSSION

Section 87 of the *Local Government Act* currently sets out the nature of the Risk Management and Audit Committee's functions, being:

*An audit committee has the following functions in relation to a council:*

- (a) *to monitor and review the integrity of the council's financial management;*
- (b) *to monitor and review internal controls;*
- (c) *to make recommendations to the council about any matters the committee considers require the council's consideration as a result of the committee's functions under paragraph (a) or (b).*

At the 27 February 2024 RMAC meeting the question was raised around the meaning of the word "integrity" and how if it has been considered as part of the Risk Management Audit Committee workplan and its Terms of Reference. It was suggested that the Explanatory Statement for the Local Government Bill 2029, Serial No .17 be reviewed to determine if there was any further clarification on the terminology and the intent.

Clause 87 of the explanatory statements states sets out the functions of an audit committee, which are monitoring and reviewing a council's financial management and internal controls, as well as making recommendations to the council about any matters the committee considers that require the council's consideration as a result of the monitoring and reviewing the council's financial management and internal controls.

Further exploration of the term integrity was sourced. The Australian Security Investments Commission (ASIC) also sets out that the role of the audit committee for the board of directors and focuses on issues relevant to the integrity of the company's financial reporting. Where the role of an audit committee, in this context, is to focus on the issues relevant to the financial reporting and systems, which includes the people and resources, and that it operates with financial integrity in an open, transparent, and accountable way.

In taking consideration of the audit committee role as described in Clause 87 of the explanatory notes and the requirements of ASIC audit committees, it was determined that this was sufficiently captured in Council Policy - Risk Management Audit Committee Terms of Reference. However, to provide more clarity on the term integrity, the Policy was amended to include a definition of "integrity" where it refers to the financial and performance management of City of Palmerston, that it is open, transparent and accountable.

## **CONSULTATION AND MARKETING**

There was no consultation or marketing required during the preparation of this Report. However once approved, the Policy will be made available on the website and will be circulated to the Risk Management Audit Committee members.

## **POLICY IMPLICATIONS**

The Council Policy Risk Management and Audit Committee Terms of Reference sets out the scope of the role and responsibility of the RMAC.

If adopted by Council, the updated draft Council Policy Risk Management and Audit Committee Terms of Reference will become the adopted policy of Council.

## **BUDGET AND RESOURCE IMPLICATIONS**

Any funding and resources requirements for RMAC are budgeted as part of Council's operations and is within adopted Council Municipal Plan and Budget.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Part 5.3 of the *Local Government Act 2019* provides for the establishment of an audit committee, and that the audit committee is subject to the control and direction by Council. The Terms of Reference outlines the nature of the committee's functions and complies with the *Local Government Act 2019*.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

There are no strategy, framework or plan implications for this Report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

I the author and approving officer declare that I do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

1. 20200818 - FI N 09 - Risk Management & Audit Committee - Terms of Reference 0 [13.1.4.1 - 4 pages]
2. Council Policy - Risk Management and Audit Committee Terms of Reference with track Changes [13.1.4.2 - 6 pages]
3. Council Policy - Risk Management and Audit Committee Terms of Reference - Clean Copy [13.1.4.3 - 4 pages]



FIN09

Name:	Risk Management and Audit Committee Terms of Reference		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Organisational Services		
Approval Date:	18/08/2020	Next Review Date:	18/08/2022
Records Number:	420343	Council Decision:	9/1248

**1 PURPOSE**

This Policy sets out the Terms of Reference for the Risk Management and Audit Committee.

**2 PRINCIPLES**

The Committee is established by Council, pursuant to the Northern Territory Local Government Act (the Act) and the Local Government (Accounting) Regulations with the key functions of:

- a. To monitor and review the integrity of the council's financial management;
- b. To monitor and review internal controls;
- c. To make recommendations to the council about any matters to committee considers require the council's consideration as a result of the committee's functions under paragraph (a) or (b).

**3 DEFINITIONS**

For the purposes of this Policy, the following definitions apply:

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee
The Act	This term refers to the most recent Local Government Act of the Northern Territory
Regulations	This term refers to the most recent Local Government Regulations in the Northern Territory

**4 POLICY STATEMENT**

**4.1 Key Roles**

The key functions outlined in the principles above, are executed through undertaking the following roles:

**4.1.1 Risk Management and Internal Controls**

- (a) Monitor and review the performance, adequacy and operating effectiveness of the Council's Risk Management Framework that identifies, monitors and manages significant business risks through its governance and internal controls.
- (b) Review and comment on the adequacy of internal controls.
- (c) Monitor and review the performance, adequacy and operating effectiveness of the Council's Fraud and Misconduct Framework and Compliance Framework.
- (d) Annually review the Council's insurance program for adequacy having regard to business and insurable risks associated with the Council's business.

## FIN09

### 4.1.2 *Internal and External Audit*

- (a) Monitor the Council's relationship with the contracted providers through consideration of: annual remuneration, performance, capability, objectivity, and conflicts of interest.
- (b) Consider and make recommendations on the:
  - Three Year and Annual Plans of internal audit
  - Annual Plan of external audit.
- (c) Review all reports from the auditors and the Council's response to these to ensure appropriate.
- (d) Review and monitor the Council's timeliness to addressing the findings and recommendations.
- (e) Allow the opportunity to meet with the auditors, without management being present, to discuss any issues arising from the work carried out.
- (f) Allow auditors, the right of direct access to the Principal Member of the Council and to the Chairperson of the Committee.

### 4.1.3 *Review of Annual Report*

- (a) Monitor the integrity of the annual financial statements and annual report of the Council, including the performance against the Council's Community Plan and other KPI's within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements which they contain.

## 4.2 **Advisory Committee**

The Committee is Advisory by nature and can only recommend matters, falling within its function and role, to the Council.

## 4.3 **Membership**

### 4.3.1 *Size and composition*

- (a) The Committee shall consist of a minimum of four members, comprising Elected Members of Council and a minimum of two independent members.
- (b) Independent members of the Committee shall collectively have recent and relevant experience in the Local Government Regulatory Framework, finance and risk management.

### 4.3.2 *Appointment, Terms & Termination*

- (a) All Members of the Committee are appointed by the Council.
- (b) The Chairperson of the Committee must be an independent member who will be appointed by the Council.
- (c) Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a member of the Committee if they are no longer an Elected Member of the Council.
- (d) Independent members of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.
- (e) Members of the Committee are not permitted to appoint a proxy for any meeting.

**4.3.3 Remuneration**

- (a) Members of the Committee who are Elected Members of the Council or independent members, will be remunerated in accordance with the Act.

**4.4 Meetings**

**4.4.1 Notices**

- (a) Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, and associated papers, shall be forwarded to each member of the Committee and observers, no later than three business days before the date of the meeting.
- (b) Notices shall comply with the requirements outlined in the Act.

**4.4.2 Regularity**

- (a) The Committee shall meet a minimum of four times per year at appropriate times in the reporting and audit cycle.

**4.4.3 Quorum**

- (a) The quorum for the transaction of business shall be one independent member and two Committee members that are Elected Members of Council.

**4.4.4 Voting**

- (a) Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the Committee for decision.
- (b) A decision is to be by majority vote of the members present at each meeting.
- (c) Where a vote is taken and the result is undecided, the chairperson has the casting vote.

**4.4.5 Minutes**

- (a) The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of all Regulations.
- (b) Accuracy of minutes will be confirmed as part of the next Committee meeting.
- (c) Minutes shall be made available to the public in accordance with the Act.

**4.4.6 Attendance**

- (a) Other individuals such as the Chief Executive Officer, Council staff, External Auditor, Internal Auditor will attend meetings, as relevant, as observers and/or be responsible for preparing and/or presenting papers for the Committee.
- (b) A meeting may be conducted in private.

**4.5 Conduct**

**4.5.1 Conflicts of Interest and Confidentiality**

- (a) Members are required to comply with the Act and relevant Policies.
- (b) Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion

## FIN09

of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

- (c) Where a Committee member declares a real or perceived conflict of interest, the person is excused from Committee deliberations on the agenda item where a conflict of interest exists.

### 4.5.2 Code of Conduct

- (a) All Committee Members are required to comply with the Code of Conduct.

## 4.6 Performance

### 4.6.1 Performance Review

- (a) The Chairperson will initiate an assessment (self-assessment, internal or external) of the Committee's performance annually and report to Council.

## 5 ASSOCIATED DOCUMENTS

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- 5.1 City of Palmerston Policies

## 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 *Northern Territory Local Government Act*
- 6.2 *Northern Territory Local Government (Administration) Regulations*
- 6.3 *Northern Territory Local Government (Accounting) Regulations*
- 6.4 *Australian Accounting Standards*
- 6.5 *Ministerial Guidelines*
- 6.6 *Local Government General Instructions*



POLICY

FIN09

Name:	Risk Management and Audit Committee Terms of Reference		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Organisational Services General Manager Finance and Governance		
Approval Date:	18/08/2020	Next Review Date:	18/08/2022
Records Number:	420343	Council Decision:	9/1248

**1 PURPOSE**

This Policy sets out the Terms of Reference for the Risk Management and Audit Committee (the Committee).

**2 PRINCIPLES**

The Committee is established by Council, pursuant to the Northern Territory Local Government Act (the Act) and the Local Government (Accounting General) Regulations (Regulations) with the following key functions of:

- (a) To monitor and review the integrity of City of Palmerston's financial and performance management;
- (b) To monitor and review City of Palmerston's internal controls; and
- (c) To make recommendations to the Council about any matters that the Committee considers would require Council's consideration as a result of the Committee's functions under paragraph (a) or (b).

**3 DEFINITIONS**

For the purposes of this Policy, the following definitions apply:

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee.
Elected Member	means a person who has been elected to serve as a councillor on the Council.
Independent Member	means a Member who is not a member of the Council or an employee of City of Palmerston.
Member	means a person who is on the Risk Management and Audit Committee.
Principal Member	This term refers to the Mayor of City of Palmerston
Integrity	This term refers to the financial and performance management of City of Palmerston, that it is open, transparent and accountable
The Act	This term refers to the most recent Local Government Act of the Northern Territory.
Regulations	This term refers to the most recent Local Government Regulations in the Northern Territory

**4 POLICY STATEMENT**

#### 4.1 Key Roles

~~The key functions outlined in the principles above, are executed through undertaking the following roles. The Key Functions are achieved by the Committee performing the following roles and discharging the following responsibilities:~~

##### 4.1.1 Risk Management and Internal Controls

- (a) Monitor and review the performance, adequacy and operating effectiveness of the ~~Council's~~ City of Palmerston's Risk Management Framework, and other relevant risk management policies, that identifies, monitors and manages significant business risks through its governance and internal controls.
- (b) Review and comment on the adequacy of internal controls.
- (c) Monitor and review the performance, adequacy and operating effectiveness of the ~~Council's~~ City of Palmerston's Fraud and Misconduct Framework and Compliance Framework.
- (d) Annually review ~~City of Palmerston~~ the Council's insurance program for adequacy having regard to business and insurable risks associated with ~~City of Palmerston~~ the Council's business.

##### 4.1.2 Internal and External Audit

- (a) Monitor ~~the Council's~~ City of Palmerston's relationship with the contracted providers through consideration of: annual remuneration, performance, capability, objectivity, and conflicts of interest.
- (b) Consider and make recommendations on the:
  - Three Year and Annual Plans of internal audit
  - Annual Plan of external audit.
- (c) Review ~~all reports from the auditors~~ reports received from auditor's and the ~~Council's~~ City of Palmerston's response to ~~these to~~ ensure the response is appropriate.
- (d) Review and monitor ~~the~~ Council's timely response when ~~lines to~~ addressing the findings and recommendations.
- (e) Allow the opportunity to meet with the auditors, without management being present, to discuss any issues arising from the reports and responses ~~work carried out.~~
- (f) Allow auditors, the right of direct access to the Principal Member of the Council and to the Chairperson of the Committee.

##### 4.1.3 Review of Annual Report

- (a) Monitor the integrity of the annual financial statements and annual report of ~~the~~ Council, including the performance against the ~~Council's~~ Community Plan and other key performance indicators (KPI's) within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements which they contain. ~~they may contain.~~

#### 4.2 Advisory Committee

The Committee is Advisory by nature and can only make recommendations on matters, falling within its function and related to its functions, to the Council, for consideration.

#### 4.3 Membership

##### 4.3.1 Size and composition

- (a) The Committee shall consist of a minimum of four members, comprising Elected Members of Council, and a minimum of two independent members.
- (b) Independent members of the Committee shall collectively have recent and relevant experience in the Local Government Regulatory Framework, finance and risk management.
- (c) It is encouraged that the composition of Committee membership represents people from diverse backgrounds and support inclusivity and accessibility and to remove any barriers to attendance.

##### 4.3.2 Appointment, ~~t~~Terms & ~~t~~Termination

- (a) All Members of the Committee are appointed by the Council via resolution.
- (b) The Chairperson of the Committee must be an independent Mmember who will be appointed by the Council, and must not be a member of the Council or a member of the Council's staff (an employee of City of Palmerston).
- (c) Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a Mmember of the Committee if they are no longer an Elected Member of the Council.
- (d) Independent Mmembers of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent Mmembers can be terminated by the Council subject to the appointment agreement.
- (e) Members of the Committee are not permitted to appoint a proxy for any meeting.

4.3.3 Remuneration

- (a) ~~Members of the Committee~~ **Committee Members** who are Elected Members of the Council or **i**ndependent **M**embers, will be remunerated in accordance with the Act.

4.4 Meetings

4.4.1 Notices

- (a) Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, and associated papers, shall be forwarded to each **M**ember of the Committee and observers, no later than three business days before the date of the meeting.
- (b) Notices shall comply with the requirements outlined in the Act.

4.4.2 Regularity

- (a) The Committee shall meet a minimum of four times per year at appropriate times in the reporting and audit cycle.

4.4.3 Quorum

- (a) The quorum for the transaction of business shall be one **i**ndependent **m**Member and two Committee **m**Members that are Elected Members of Council.

4.4.4 Voting

- (a) Only ~~members of the Committee~~ **Committee Members** are entitled to vote in the Committee meetings. All Committee **m**Members have equal voting rights. Unless otherwise required (by the ~~conflict of interest~~ **conflict of interest** provision in the Act) and each member must vote on every matter that is before the Committee for decision.
- (b) A decision ~~is to be~~ **must be made** by majority vote of the **Committee M**embers present at each meeting.
- (c) Where a vote is taken and the result is undecided, the **C**hairperson has the casting vote.

4.4.5 Minutes

- (a) The Chief Executive Officer (**CEO**) shall ensure that the proceedings and resolutions of all meetings of the Committee, including ~~recording~~ the names of those present and in attendance are ~~minuted~~ **recorded** and that the minutes otherwise comply with the requirements of ~~the all~~ **Regulations**.
- (b) Accuracy of minutes will be confirmed as part of the next Committee meeting.
- (c)** Minutes shall be made available to the public in accordance with the Act.

4.4.6 Attendance

- (a) Other individuals such as the ~~Chief Executive Officer~~CEO, Council staff, ~~E~~external ~~a~~Auditor ~~and~~, ~~I~~internal ~~A~~auditor will attend meetings, as relevant, as observers and/or be responsible for preparing and/or presenting papers for the Committee.
- (b) A meeting may be conducted in private.

4.5 Conduct

4.5.1 Conflicts of Interest and Confidentiality

- (a) Members are required to comply with the Act and ~~relevant~~ ~~any relevant~~ Council ~~p~~Policies.
- (b) Committee ~~M~~members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately ~~minuted~~~~recorded~~.
- (c) ~~W~~Where a Committee ~~M~~member declares a real or perceived conflict of interest, the person is excused from Committee deliberations on the agenda item where a conflict of interest exists.

4.5.2 Code of Conduct

- (a) All Committee Members are required to comply with the Code of Conduct ~~a~~ ~~prescribed by the Act~~.

4.6 Performance

4.6.1 Performance Review

- (a) The Chairperson will initiate an assessment (self-assessment, internal or external) of the Committee's performance annually and report to Council.

**5** ASSOCIATED DOCUMENTS

~~5.1 City of Palmerston Council Policies~~

**6** REFERENCES AND RELATED LEGISLATION

~~6.1 Northern Territory Local Government Act 2019 (NT) Local Government Act~~

~~6.2 Northern Territory Local Government (Administration) (Palmerston (Procedures for Meetings) By Laws) 2001 Regulations~~

~~6.3 Northern Territory Local Government (General) Regulations 2021 (NT) Local Government (Accounting) Regulations~~

~~6.4 Australian Accounting Standards Board – Standards~~

~~6.5 Northern Territory Government – Local Government Unit – Ministerial Guidelines~~

~~6.6 Northern Territory Government – Local Government Unit – General Instructions Local Government General Instructions~~



# POLICY

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FIN09



# POLICY

Name:	Risk Management and Audit Committee Terms of Reference		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Finance and Governance		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	[Policy Code]

## 1 PURPOSE

This Policy sets out the Terms of Reference for the Risk Management and Audit Committee (the Committee).

## 2 PRINCIPLES

The Committee is established by Council, pursuant to the Northern Territory Local Government Act (the Act) and the Local Government Regulations (Regulations) with the following functions:

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## POLICY

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### 4.1.3 Review of Annual Report

- (a) Monitor the integrity of the annual financial statements and annual report of Council, including the performance against the Community Plan and other key performance indicators within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements they may contain.

## 4.2 *Advisory Committee*

The Committee is Advisory by nature and can only make recommendations on matters related to its functions, to the Council.

## 4.3 *Membership*

### 4.3.1 Size and composition

- (a) The Committee shall consist of a minimum of four members, comprising Elected Members of Council, and a minimum of two independent members.
- (b) Independent members of the Committee shall collectively have recent and relevant experience in the Local Government Regulatory Framework, finance and risk management.



## POLICY

- (c) It is encouraged that the composition of Committee membership represents people from diverse backgrounds and support inclusivity and accessibility and to remove any barriers to attendance.

### 4.3.2 Appointment, terms & termination

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## POLICY

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- (a) The Chief Executive Officer (CEO) shall ensure that the proceedings and resolutions of all meetings of the Committee, including the names of those present and in attendance are recorded and that the minutes otherwise comply with the requirements of the Regulations.
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- (a) Other individuals such as the CEO, Council staff, external auditor and internal auditor will attend meetings, as relevant, as observers and/or be responsible for preparing and/or presenting papers for the Committee.
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#### 4.5.1 Conflicts of Interest and Confidentiality

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#### 4.5.2 Code of Conduct

- (a) All Committee Members are required to comply with the Code of Conduct as prescribed by the Act.

### 4.6 Performance

#### 4.6.1 Performance Review

- (a) The Chairperson will initiate an assessment (self-assessment, internal or external) of the Committee's performance annually and report to Council.

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Community Quarterly Report - April to June 2024
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Manager Library Services, Hayley Arkinstall
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

### COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

### PURPOSE

This Report summarises the key activities undertaken by the Community Directorate in the April to June 2024 quarter.

### KEY MESSAGES

- City of Palmerston is a 'Place for People' and provides a broad range of community services to enhance safety and wellbeing in the community
- City of Palmerston has had a productive quarter delivering a wide range of events, services and programs which foster community participation and engagement opportunities.
- Highlights of the quarter included:
  - Adoption of the City of Palmerston (Animal Management) By-Laws
  - Planning for the Palmerston Youth Festival
  - Launch of Hooked on Palmerston Catch and Release Barramundi Fishing Competition
  - The uptake of Get Active with 650 attendances
  - The commencement of Brekkie in the Park events in 2024
  - The Palmy Pool Party for National Youth Week celebrations with over 500 young people
  - Pride month education and celebration activities
  - Light Up Palmerston outcomes, recognising 14 days of significance.

### RECOMMENDATION

THAT Report entitled Community Quarterly Report - April to June 2024 be received and noted.

### BACKGROUND

City of Palmerston is a 'Place for People' and provides a broad range of community services to enhance safety and wellbeing in the community. This report provides Council with an update on key Community activities undertaken during the previous quarter. The Community Directorate comprises Community Services, Library Services and Regulatory Services teams.

## DISCUSSION

City of Palmerston has had a productive quarter delivering a wide range of events, services and programs which foster community engagement and networking opportunities. Activities and initiatives delivered from April to June 2024 are detailed below:

1. **Family and Community:** Palmerston is a safe and family friendly community where everyone belongs.
  - 1.1 We focus on families.
  - 1.2 The Wellbeing of our community is a focus for all our work.

### Hooked on Palmerston

The Hooked-on Palmerston Catch and Release Barramundi Fishing Competition launched again for 2024 on 1 June, with 313 fingerling and juvenile fish released by Northern Territory (NT) Fisheries across 15 Palmerston Lakes in Durack, Marlow's Lagoon and Sanctuary Lakes. There has been an immediate positive response with over 25 catches submitted in the first two (2) weeks. The competition runs until the 30 September 2024 and a prize draw will be held every month with six (6) winners randomly chosen from eligible entries.

Community Organisation Ozfish has partnered with City of Palmerston (CoP) to deliver a Sustainable Fishing Workshop on the 28 July for young people aged 7-14. The workshop will educate participants on sustainable fishing practices which promote the health and longevity of fish in local waterways.



**Hooked on Palmerston Catches previous winners**

### Palmerston Seniors Day 2024

Planning has begun for Palmerston Seniors Day 2024, with a working group convened, consisting of representatives from Senior's organisations in Palmerston as well as community members to inform the delivery of the event.

The goals of the working group are to include higher and more diverse participation, improved connection to information and services as well as creating fun opportunities for social connection among seniors.

Palmerston Seniors Day will be held on Wednesday 14 August at the Palmerston Recreation Centre from 10am-2pm.

## Get Active

Block one (1) of Get Active for 2024 reached the highest ever levels of engagement and participation with 712 people registering for the program and over 650 attendances to activities. Activities included Pilates, Pickle Ball, Gym for Growth and Development, Try it! F45, Zumba, and Get Wet – Get Fit.

Preparation has begun for block two (2) of the 2024 program which begins in August, with a large emphasis on attracting high quality and innovative providers.

## Palmerston Youth Festival

A significant amount of planning and preparation has gone into getting the highly anticipated Palmerston Youth Festival (PYF) ready to launch on 6 July 2024. The PYF purpose is to engage with youth through inclusive and diverse activities, competitions, and events, in collaboration with local stakeholder organisations. The PYF will run from Saturday 6 to Friday 12 July 2024.

The full program is now available on the website and hardcopies have been provided to Palmerston schools and organisations. The program consists of a variety of activities and events designed to be creative, challenging, and inspiring to young people and welcoming to families and the wider community.

The program includes:

- Saturday 6 July – Geekfest Top End, Recreation Centre, Library and Goyder Square
- Sunday 7 July - NAIDOC Pool Party, SWELL
- Monday 8 July – Youth Pride, Recreation Centre
- Tuesday 9 July – Sportsfest, Recreation Centre
- Wednesday 10 July – Palmy’s Got Talent, Durack Community Arts Centre
- Thursday 11 July – Pamper Palmy, Recreation Centre
- Friday 12 July – PYF Wrap Up Party, Recreation Centre.

## Brekkie in the Park - National Families Week Edition

The first Brekkie in the Park for 2024 was held in the beautiful Harvest Corner Community Garden, next to Gray Community Hall. The event drew over 200 attendees who celebrated the arrival of the dry season with a variety of engaging activities.

The event also marked the official introduction of the new management team at the recently reopened Harvest Corner Community Garden. Participants had the opportunity to visit the garden, ask questions, and learn more about its future initiatives.

The Palmerston Lions provided breakfast, which was well received by all attendees. The event featured a range of activities, including crafts, a bucking bull ride, a native plant giveaway, and a Storytime session hosted by City of Palmerston’s library.

The Brekkie in the Park event exemplified the spirit of National Families Week, fostering community engagement and togetherness.

Future Brekkie in the Park events include:

- Sunday 23 June, Hobart Park, Johnston
- Sunday 18 August, Eric Asche Park, Farrar
- Sunday 15 September, Joan Fejo Park, Rosebery.

## Harvest Corner Community Garden

The Community Garden Management Group, Helping People Achieve (HPA), STEPS Australia and Life Without Barriers, have embraced the new opportunity at Harvest Corner Community Garden. Since February 2024, STEPS Group Australia clients have been enjoying gardening, harvesting and cooking activities from the garden. The students attend the Gray Community Hall each Thursday for other activities such as cooking and yoga.

Palmerston's Business Manager Yvonne Coleman said, "the students really enjoy practical activities at the Gray Community Hall and Garden. Thanks to Palmerston City Council's generosity, STEPS has free access to the wonderful facility to run these groups." Currently the team are working on increasing the edible plants available in the garden to share with the public, including the use of native flowering plants to increase the biodiversity of the garden and resurrecting the existing garden beds with a goal of creating sustainable plant growth for future crops. They have been accessing a variety of funding, donations of time and resources and grants through organisations such as Bunnings Palmerston, a local irrigation business and The Men's Shed. They have recently been awarded a Northern Territory (NT) Art's grant through the Northern Territory Government to provide materials for local artists to paint and create more aesthetically pleasing spaces. Storytime sessions are being explored with the City of Palmerston Library.



## PRIDE

As part of Pride month in June, City of Palmerston delivered education and celebration programs to complement the Pride celebrations happening across the Top End. All activities were free and held at Durack Community Art Centre. The following programs were delivered:

### **Sexual and Gender Diversity Training – LGBTQIA+**

People have long faced discrimination and stigma at many levels of society, including access to appropriate community services that cater adequately to their needs or recognise their identities. By the end of the session, participants had a greater understanding of the nuances of identity which enhance their abilities in interacting with LGBTQIA+ people. Training included:

- Defining LGBTQIA+ communities and understanding identity
- Issues and barriers facing people with diverse genders and sexualities
- The role in supporting and accepting the experiences of LGBTQIA+ people
- Fostering partnerships and providing appropriate referral services
- Developing an understanding of various guidelines surrounding sexually and gender diverse individuals.

## Queer Comedy Life Drawing

Participants enjoyed some serious laughs as Palmerston Pride delivered the very first Queer Comedy Life Drawing hosted by Tina Colada and featuring some of Top End's most hilarious comedy and drag performers (including Big D from Boyz2Boyz).

## Queers Write

An opportunity for LGBTQIA+ emerging writers to come together and write. Participants were inspired by a variety of writing prompts designed to elicit both true and creative stories or poetry.

## National Youth Week - Palmy Pool Party

Over 500 young people of Palmerston enjoyed a celebration of National Youth Week at SWELL on Friday 12 April. National Youth Week is an annual event empowering and celebrating young Territorians aged 12 to 25. The NT theme for 2024 was *Aspire to Inspire: Celebrate Territory Spirit*, a collective call to action and to contribute to a positive future in the Territory, alongside celebrating the uniqueness and diversity that make the Territory a special place to live, work and play. The Palmerston young people enjoyed the new SWELL facility, including lots of fun on the Adventure Play. There was the opportunity to connect with service providers, enjoy DJ Triki, 3x3 basketball with PaRBA, a fire show, circus skills, photo booth, free BBQ, games and prizes.

## Library April School Holiday Programs

The April School Holiday program at the library offered a variety of free programs to the community. The programs promoted social inclusion, digital inclusion, physical activity and creative arts. The activities included a movement disco with Hyper the Clown, Janie Andrews Library Bag art, Virtual Reality with Amazing XR, badge making, and a family movie day. In total the one (1) week school holiday program attracted 199 attendees.



**Movement disco with Hyper the Clown**



**Library Bag art with Janie Andrews**



**Amazing XR with the Amazing Miss Deb**

Late Nights @ the Library Adult Programs

Late Night @ the Library is a wet season adult program that provides a way for adults to socialise without alcohol. The programs are diverse and offer a variety of activities. The last session of the wet season was Drag Queen Bingo, which attracted 36 attendees.



**Drag Queen Bingo at Late Nights @ the Library**

Colouring-in contest Garfield

The library partnered with Event Cinema Gateway to promote the release of the movie Garfield with a colouring-in competition. Eight (8) year-old Jessica was the lucky winner with (2) tickets to the cinema to see Garfield.



*A Place for People*

**Volunteer Week - Library Volunteers**

To celebrate Volunteer Week, the library gifted its valued volunteers with boxes of chocolates to thank them for their work and contribution to the library and community.

Dianne and Lynn deliver library books to housebound patrons who enjoy the social interaction their visits bring and allow for accessibility to the collection.

Maggie and Glenn are the library’s Justices of The Peace and are at the library on Wednesdays and Fridays. This is a much needed and well used service that serves the community.

Code Club is run by volunteers Sacha, Zeke and Shuyi on Saturdays and teaches nine (9) to 13-year-olds how to do computer coding. This has been a successful program for many years and improves digital literacy in the community and fosters an early interest in computing.



**Library Volunteers**

**Library Frillies Children’s Book Club**

The library’s Frillies book club is a program that encourages children to read and works towards improving literacy levels for primary aged children. To be entered into the monthly draw to win a prize, Frillies members just need to read five (5) books and fill out an entry form. March, April and May’s winners were Evie, Bridget and Abigail.



**Library Gulwa Recording Studio**

The Recording Studio hosted 48 bookings during this reporting period. Highlights have been Tiwi women’s group recording tracks for Top End Bub, the mini-series based off Top End Wedding and Joel Benesha with his podcast Reality Creation, where he engages with residents from diverse backgrounds, cultures and ethnicity and delves into their happiness levels.



**Joel Benesha taping his Reality Creation podcast**

**Drag Queen Storytime**

The library held a Storytime with Drag Territory, featuring Princess Prawn and Fairy Ferocia. This session was delivered to promote inclusivity, diversity and social cohesion in an engaging manner. These sessions happen throughout the year on Saturdays to allow more accessibility for all families. 18 people were in attendance.



**National Simultaneous Storytime**

National Simultaneous Storytime is an annual event where libraries, schools and other organisations across Australia simultaneously read a picture book by an Australian author and illustrator. This year's chosen book was Bowerbird Blues by Aura Parker.

Mayor Athina Pascoe-Bell was the library's special guest storyteller, along with Tiff and Paula from Deaf Connect reading along in Auslan. Bilingual Storytimes are important in creating awareness and acceptance for different abilities and cultures. Attendees were also treated to songs sung in both English and Auslan. Deaf Connect also noted that there were adults from the deaf community who attended without children and received feedback that they were reliving their childhood as Storytimes in their language were not available when they were children.



**Light Up Palmerston**

Light Up Palmerston recognised 14 days of significance spanning across 24 days.

To assist our community with spreading awareness within Palmerston, community groups and organisations can request to light up various Council infrastructure to highlight special events, causes and days of significance, including lighting up the iconic Palmerston Water Tower. Requests for consideration include significant local and regional events, historic events and events of city, state, national or international significance. This year Council has supported organisations to raise awareness for important medical conditions and syndromes such as Encephalitis, Lymphoedema and Feeding Tube awareness.

<b>Community Organisation</b>	<b>Date</b>	<b>Colour</b>
7-11 April	Parkinson's Australia	Blue
16 April	Australian Dysphonia Network Inc	Red
17 April	World Haemophilia Day	Red
5-8 May	Road Safety Awareness	Yellow
9 May	Do it for Dolly Day	Blue
10 May	International Thalassaemia Day	Red
14 May	Apraxia Awareness Day	Blue
17 May	World Neurofibromatosis Awareness Day	Green
19 May	World IBD Day	Purple
1-7 June	World Haemochromatosis Week	Red
12 June	Thank a First Responder	Teal
19 June	World Sickle Cell Day	Red
21 June	International Shades for Migraine Day	Purple
27 June	PTSD Awareness Day	Blue



**Palmerston Recreation Centre – Light Up Palmerston - World Neurofibromatosis Awareness Day**

**Reconciliation Week Storytime**

Reconciliation Storytime was delivered to promote inclusivity, diversity and social cohesion in an engaging manner with special guest storyteller His Honour Professor the Honourable Hugh Heggie AO PSM. Highlighting Aboriginal stories and songs the library aimed to engage people in a meaningful reflection on the importance of reconciliation, respect, and recognition. The chosen book was Cathy Freeman’s *The Heartbeat of the Land* and attendees were gifted a native plant to go with the theme of the book about regenerating the land.



**His Honour Professor the Honourable Hugh Heggie AO PSM reading Cathy Freeman’s *The Heartbeat of the Land***

**Overdrive’s Libby Library eResource Platform**

April saw the release of the library’s new eresource platform Overdrive’s Libby. Libby delivers ebooks, eaudiobooks and emagazines directly to devices through an app or website. A need was recognised to increase the library’s electronic resource collection to ensure the library collection is accessible to all and to fulfill the increasing loans to the Territory’s current ebook provider, Borrowbox. Libby provides access

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to library resources from anywhere, and the spoken word formats and the ability to increase font size, provides more access to books. Since its release mid-April, there have been 261 loans to 64 unique users.

To celebrate the launch of Overdrive's Libby, the library ran a social media contest where entrants went into a draw for a chance to win one (1) of two (2) Kobo ereaders. The Facebook post garnered interest of 158 likes and was commented on 241 times. The contest was successful, and two (2) Palmerston residents Grace and Rachel were the lucky winners.



**Libby Competition Facebook Post**



**Libby Competition Winners Facebook Post**

**Library Children's Shelving**

The library children's area had a makeover with some brand-new shelving. The mobility of the shelving allows for movement in the collection and creates more space for programs and events. Previous shelving will be donated to other organisations.



**SWELL**

Another exciting milestone was achieved this quarter, with the upgrade to the Health Club complete and the grand opening held on the 18 May. Highlights at SWELL from April to June include:

- 12 Group Fitness classes scheduled throughout the week including seniors circuit, step aerobics, Pilates, Hiit and circuit classes
- Aqua aerobics classes commenced
- CoP Youth Week Pool Party was held on 12 April 2024
- School bookings- including three (3) carnivals
- Sharks Swimming Club have scheduled weekly sessions running
- Physiotherapy sessions taking place in program pool
- Other bookings include Royal Life Saving NT, PaRBA, Scouts, Danila Dilba, Tennis Palmerston, Guardian Exercise, Vitality Health, Balanced Choice and local football clubs
- Dive block covers in place
- Pace clocks ordered
- A number of maintenance and defects issues have been resolved.

	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>Adult Casual Entry</b>	8373	7211	4953	5205	5437
<b>Child Casual Entry</b>	5176	4400	3372	4351	6440
<b>Adventure Play Entry</b>	1663	737	545	925	333
<b>TOTAL</b>	<b>15,212</b>	<b>12,348</b>	<b>8,870</b>	<b>10,481</b>	<b>12,210</b>

**Quarterly Community Facility and Equipment Usage**

**BBQ Trailer**

The Community BBQ Trailer is a free resource available to members of the community, local organisations, and groups to support activities and programs that benefit residents of the City of Palmerston. In the last quarter, the Community BBQ Trailer was utilised on five (5) separate occasions.

The usage of the BBQ Trailer facilitated community engagement, helping to strengthen relationships, promote social interaction, and contribute to the creation of safer, healthier, and more vibrant neighbourhoods.

## Smoothie Bike

The City of Palmerston's Smoothie Bike is a unique and engaging resource designed to promote healthy eating and physical activity. It serves as an innovative tool for fundraising, event catering, and educational activities. Available for free to local organisations and schools within the Palmerston municipality, the Smoothie Bike brings people together, supports community events, and teaches children about the benefits of a healthy lifestyle in a memorable way.

In the last quarter, the Smoothie Bike was utilised five (5) times by the following organisations:

- Department of Territory Families Housing and Communities
- Mother Teresa Primary School
- Good Shepherd Lutheran College Palmerston
- Durack Outside School Hours Care
- Palmerston and Regional Basketball Association.

## Driver Community Centre

Overview of Usage:

There are seven (7) regular users and no new user groups at the Driver Community Centre this reporting quarter.

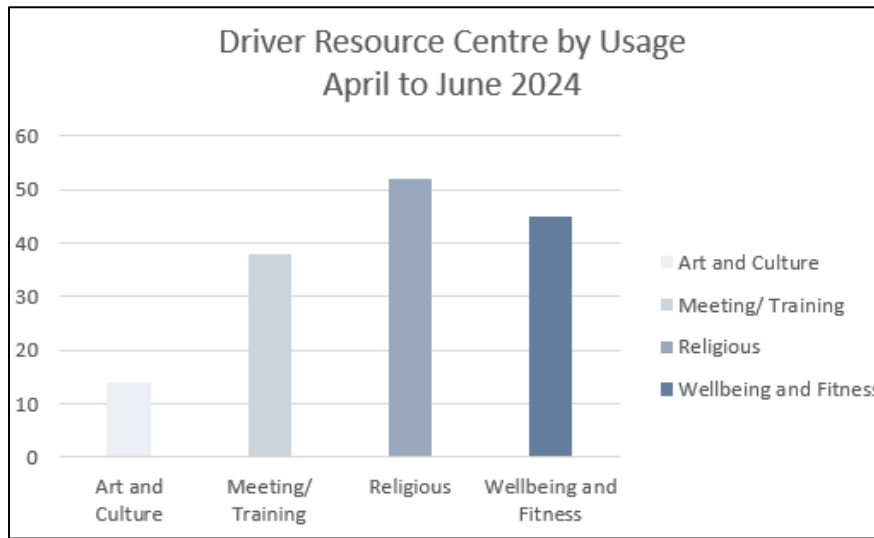
A reclassification of the Nepalese Society Language classes from Meeting and Training to Art and Culture has increased data related to bookings for Art and Culture activities. The reclassification acknowledges the cultural element in the delivery of these language classes.

The Wellbeing and Fitness category continues to be a major area of use, reflecting the community's interest in health and wellness activities.

The demand for spaces to conduct religious activities remains the highest, indicating a stable and strong need for such gatherings.

Usage Times:

- 45% of bookings occurred on weekends, either Saturday or Sunday.
- 32% of bookings occurred during business hours (8 AM to 5 PM).
- 23% of bookings occurred after 5 PM.



### Durack Community Art Centre

#### Overview of Usage:

There are six (6) regular users and seven (7) new user groups in the Durack Community Art Centre this reporting quarter.

The Durack Community Art Centre serves as a vibrant hub for creative meetups and hosting City of Palmerston's Art Jam program. This initiative fosters social and creative engagement, providing a welcoming space for residents to explore artistic expression, collaborate on projects, and build connections within the community. By offering diverse artistic activities, the centre enhances cultural enrichment and promotes a sense of community through shared creative experiences. Feedback from the participants included: "Enjoyed it and will invite more friends" and "Good, walked away with art piece. Want to come back and work on more. We need to make a mural."

The Durack Community Art Centre is now hosting Tactile Art workshops, following a successful collaboration with Darwin Tactile Arts during the Makers Market at the Recreation Centre. These workshops aim to foster creativity and community engagement, offering hands-on artistic experiences for participants of all ages.

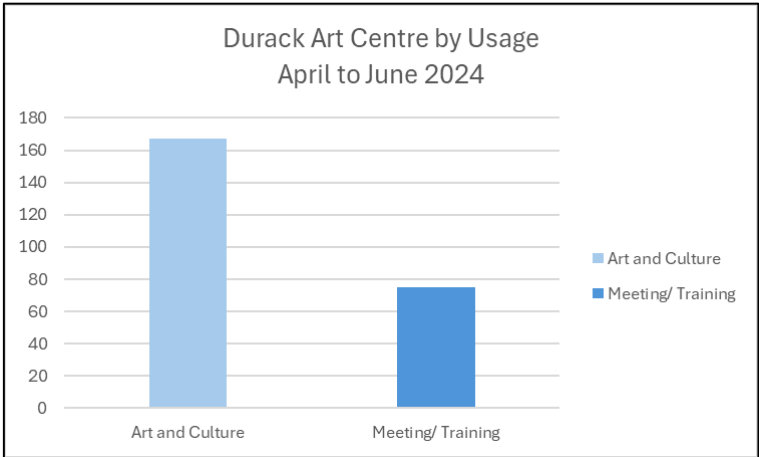
Council Officers recently facilitated a 40-day booking for Youth Justice Officer Induction Training at Durack Community Art Centre. This initiative allowed 20 new youth justice officers to undergo comprehensive training in a conducive and well-equipped environment. The training program is part of the council's commitment to enhancing community wellbeing and supporting the diverse usage of the facilities. Other bookings included the Middle Arm Senate inquiry, the BPW Women's Mentoring program, Being Mentors Disability support, Relationships Australia, and a home school social group. Creative groups leveraging the space for mental health and well-being programs encompassed a social scrapbooking group, a social crochet group, a social sewing group, and Darwin Community Legal Services. This wide array of activities highlights the Centre's pivotal role in fostering community engagement and support.

#### Usage Times:

- 75% of bookings occurred during business hours (8 AM to 5 PM)
- 10% of bookings occurred after 5 PM
- 15% of bookings occurred on the weekend.

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In previous reporting quarters, the majority of usage occurred outside the standard hours of 8:00 AM to 5:00 PM, with an average of 75% taking place during these times. However, this quarter, the span of usage has shifted due to 40 days of Youth Justice Officer Induction Training occurring from 8:00 AM to 4:00 PM.



**Gray Community Hall**

Gray Community Hall has seen a diverse range of bookings across various categories this reporting period. The majority of the bookings were utilised by not-for-profit groups. With 165 bookings, not-for-profit groups made up 73% of the total bookings. This high percentage highlights the hall’s critical role in supporting community-oriented activities and services. Business bookings totalled 31, representing 14% of the overall usage. This category includes corporate meetings, trainings, and other business-related events.

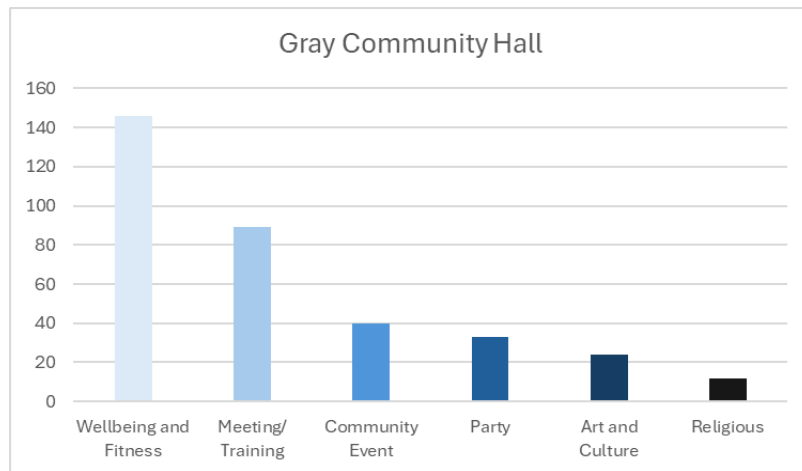
There were 20 bookings for social events such as birthdays, weddings, and anniversaries.

City of Palmerston utilised the hall for six (6) bookings, making up 3% of the total. These events included Brekkie in the Park, Council in the Community and a Citizenship Ceremony.

The Taiwanese Community of Northern Territory (TCNT) held their recent Dragon Boat Festival at the Gray Community Hall, providing an opportunity for Territorians to be involved in and explore Taiwanese culture. All the activities at the event aimed to introduce the history of the Taiwanese Dragon Boat Festival 2024, a time when Taiwanese people welcome the vibrant summertime. This event was funded by the Community Benefit Scheme.



**The Taiwanese Community of Northern Territory (TCNT) Dragon Boat Festival participants**



**Palmerston Recreation Centre**

Facility Utilisation highlight included:

- Darwin Symphony Orchestra hosted two (2) sessions of "Family Proms". This event provided a magical morning of music and mayhem for all ages, bringing the community together through the joy of live orchestral performances.
- Local rapper J 'Milla utilised the facilities at the Palmerston Recreation Centre to rehearse for the Bass in the Grass event.
- The Bruton Basketball Foundation hosted a three (3) day "Return to Employment" program for APM clients at the Palmerston Recreation Centre. This program, titled "Changing Lives Through Basketball," is part of a six (6) year initiative designed to use the sport of basketball to connect participants and build their skills, knowledge, and determination. The program aims to cultivate positive, successful, and motivated leaders of tomorrow.
- School Sport NT organized a 3x3 Basketball School Gala Day at the Palmerston Recreation Centre, engaging 200 young people in a day of athletic competition and camaraderie.
- The Palmerston Recreation Centre also hosted "Deadly Thinking" workshops, which addressed social and emotional wellbeing issues in a safe and culturally appropriate manner.
- A blind social group has commenced using Community Room two (2) at the Palmerston Recreation Centre for sporting activities.



**Darwin Symphony Orchestra Family Proms event**

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These diverse events and programs underscore Palmerston Recreation Centre's role as a versatile and vital community hub, supporting a wide range of activities that cater to different interests and needs within the community.

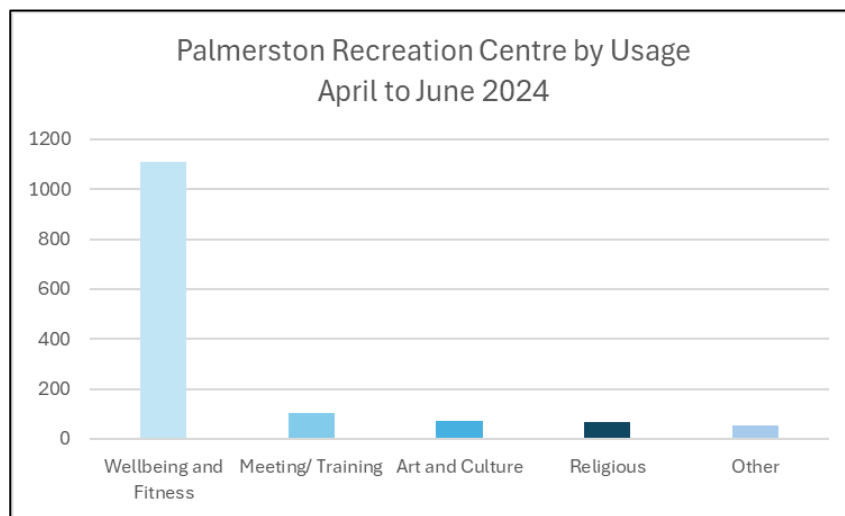
Overview of Usage:

The Recreation Centre Community Rooms welcomed 25 new user groups, featuring a diverse range of activities including the Northern Land Council hosting meetings, and Irish Dance group, and indigenous led project management group who hosted information sessions and court mandated drink driving education sessions with Drive Blue.

Throughout this quarter, the stadium saw individual users utilise the space 325 times for basketball shooting practice from 8am to 5pm.

Council staff have noted a consistent use of the facility during the lunch hours of 12pm to 2pm by Palmerston CBD workers for their recreational activities.

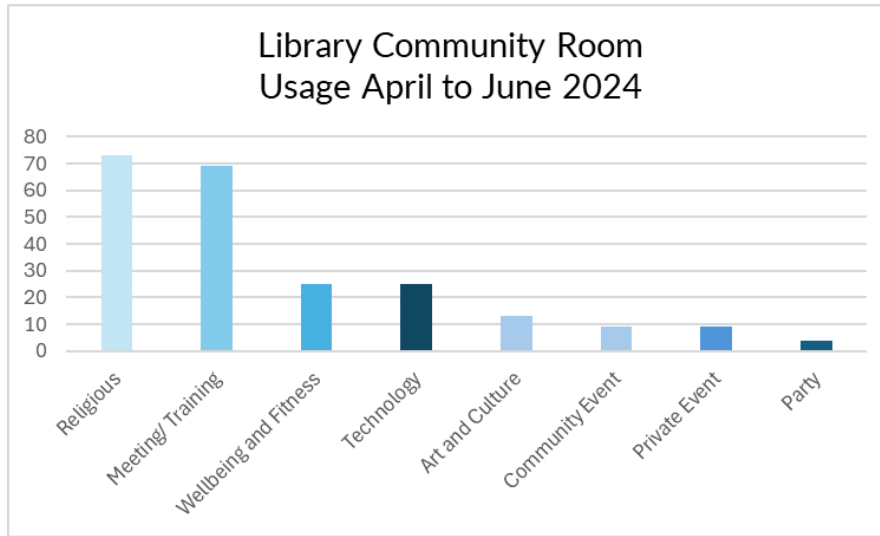
During the reporting period, the Palmerston Recreation Centre recorded a diverse array of activities. The Wellbeing and Fitness category saw the highest usage with 1,111 sessions, Meeting and Training sessions accounted for 102 bookings, Art and Culture events had 70 bookings, religious groups made 67 bookings, and there were 52 bookings categorised as Other, indicating a variety of miscellaneous activities taking place at the centre.



### Library Community Room

Categories of use:

- Not-for-Profit Community groups access the room for activities such as meetings hosted by the Environment Centre, the NTG Youth Rep Group, and the Bangladesh Association of Northern Territory Inc.
- The Library Community Room continues to see consistent usage by religious groups, who maintain regular bookings. This ongoing engagement underscores the space's importance in supporting the community's diverse spiritual and cultural needs.



**Regulatory Services- Animal Management April - June 2024**

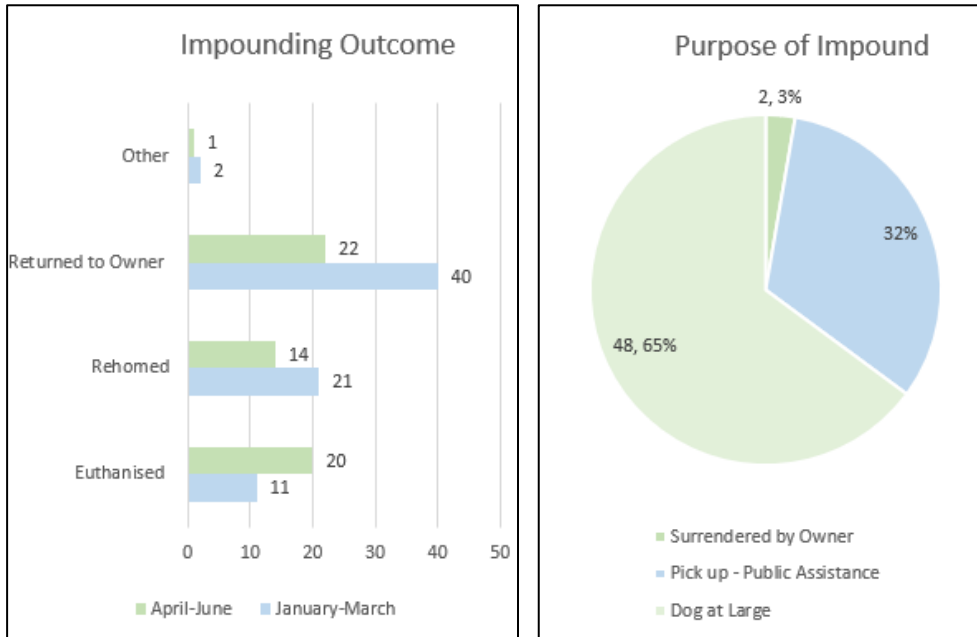
**Dog Registration:**

The are currently dog 5372 dogs registered within the municipality, demonstrating 341 more dogs than the previous quarter.

**Impounding & Pound Management:**

Over the current quarter, council has impounded a total of 57 dogs, providing a decrease in the total number of dogs impounded from the previous quarter. The tables below provide a visual representation of the reason for impoundment and outcome. Officers note a slight increase in the percentage of animals impounded for being at large at 65% in comparison to the previous quarter of 45%. A further 33% were contained by the public and a final 3% were surrendered by an owner, which indicates a significant decrease from 26% in the previous quarter. It's important to communicate the outcome of dogs that are impounded therefore, the below graph provides a comparative review of the number of animals that were rehomed, returned to owner and euthanised throughout the current and previous quarter.

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**The quarterly pound management statistics show an average length of stay of 4.5 days.**

**Animal Management By-Law Review**

Following a second round of community consultation, City of Palmerston’s new Animal Management By-Laws and Policy are set for implementation on 1 July 2024. Community consultation included a number of platforms utilising both print and digital formats.

During the period of the consultation, there was a total of 228 visits to the By-Law review webpage, with the majority of people coming from Facebook.

The introduction of new City of Palmerston (Animal Management) By-Laws will be accompanied by communications and awareness material for the community.

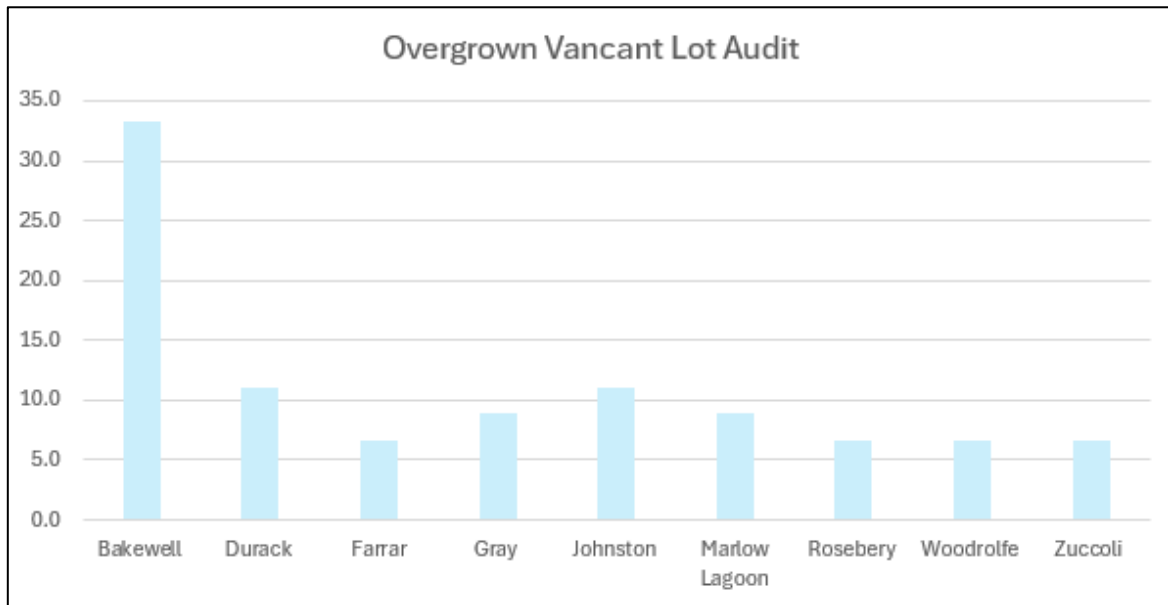
To further support the implementation, Council elected to waive the requirement for cat registration until the annual registration due date of 31 August 2024, and cat registration fees and the requirement for dog and cat microchipping until 28 February 2025.

**Vacant lot Overgrown Property Audit:**

From the first week of June, City of Palmerston initiated a campaign to inform residents about their responsibility to maintain vacant lots. The compliance audit commenced by focusing on 845 vacant properties situated within the residential suburbs of Palmerston. Out of these audited properties, approximately 5.5% were found to require further compliance measures and clearing through regulatory actions, consistent with findings from previous audits. Notably, the suburb of Bakewell accounted for 33% of the total non-compliant properties identified, followed by Durack and Johnston, each contributing 11% to the non-compliance figures.

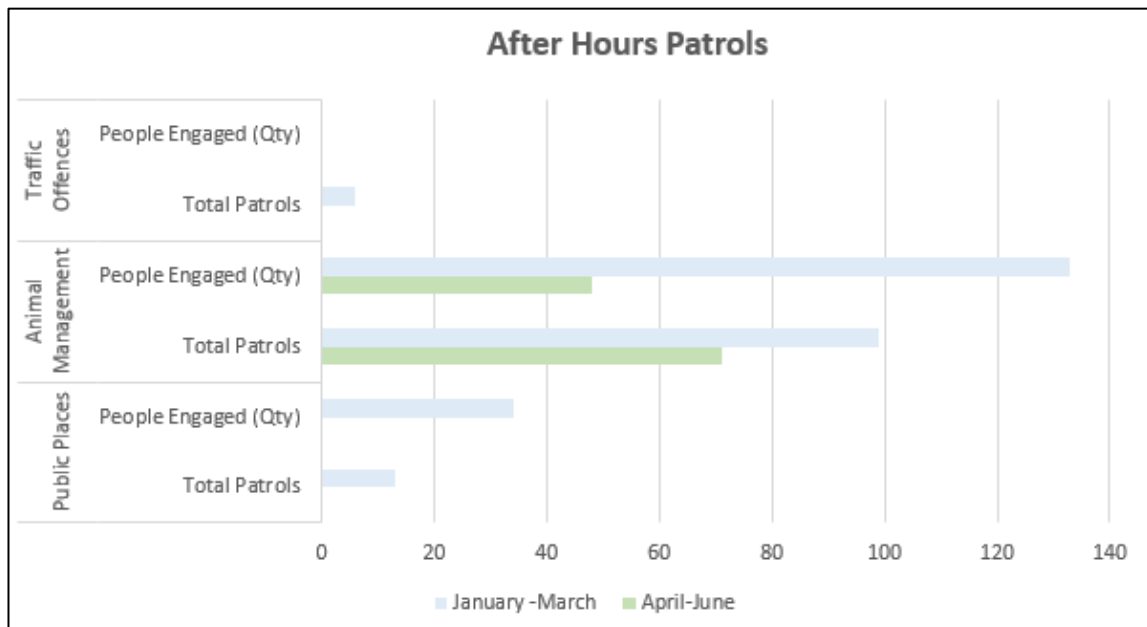
The following table outlines the percentage of properties necessitating remedial actions, with all necessary works finalised for completion by mid-July. Following this phase, the audit will enter its second stage, focusing on commercial zoned vacant lots to ensure compliance.

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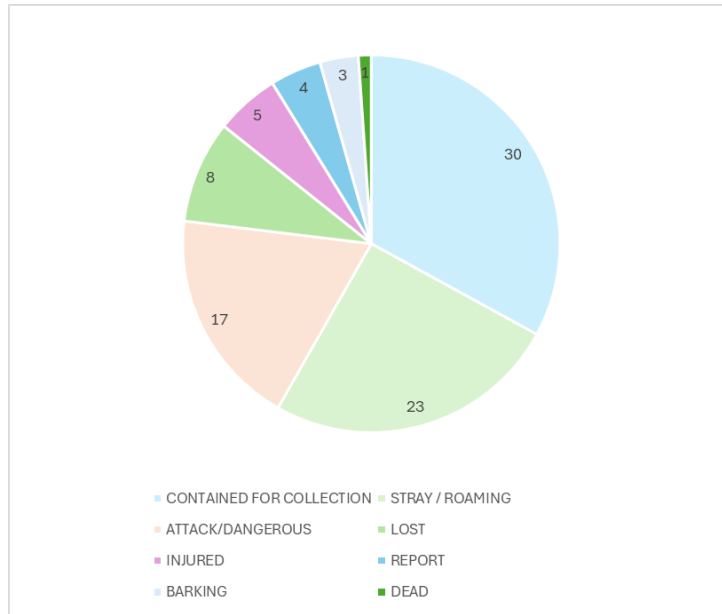
**Out of Hours Ranger Engagement and Patrols**

Throughout the quarter, Rangers undertook additional compliance and engagement patrols outside regular business hours. A total of 46 out-of-business hour patrols were conducted, with a primary focus on addressing various concerns regarding animal management. Notably, the graph presented below offers a visual representation comparing the purposes of these patrols within the two (2) reporting quarters.



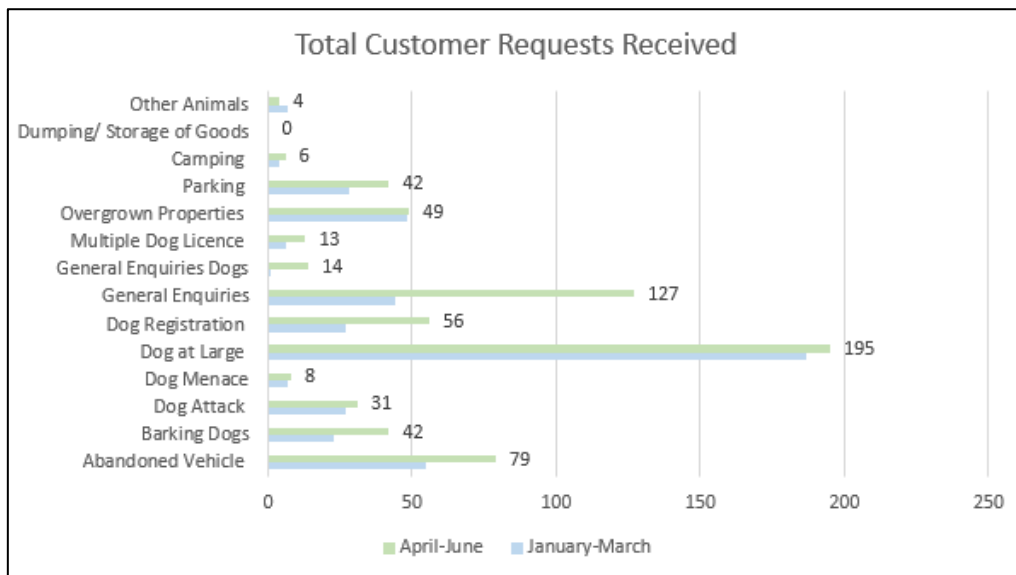
Regulatory Services further received a total of 128 after-hours calls of which a notable increase seen in relation to animals at large and or contained for collection which is anticipated due to a change in weather conditions.

The below table displays the representation of afterhours call for Regulatory Services.



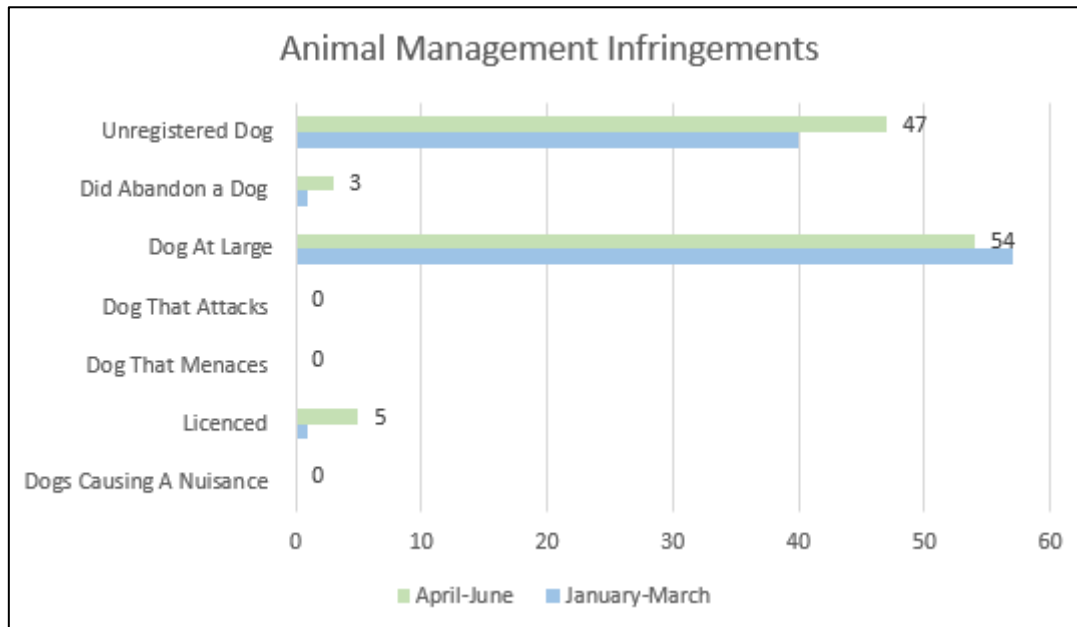
**Regulatory Services Customer Action Requests**

The below table provides a representation of the cumulative count of customer action requests that have been submitted to Regulatory Services over the course of two (2) quarters. Animal Management continues to lead in the customer reporting requests across all regulatory functions. Over the current quarter, Regulatory Services have responded to 667 customer action requests.

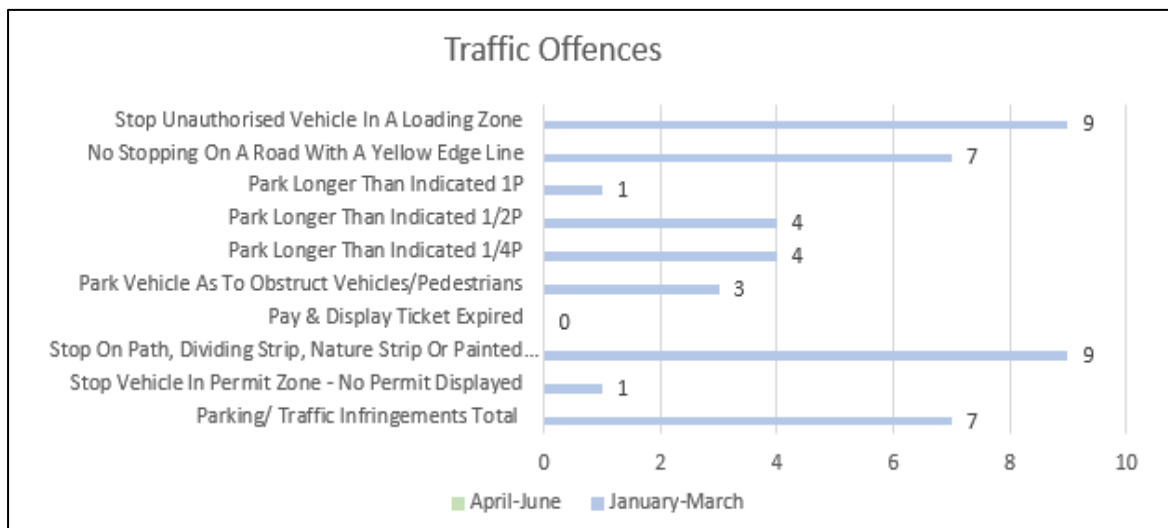


**Palmerston By-Law Offences and Infringements**

A total of 87 infringements have been issued for animal related offences within the reporting quarter, dog at large and unregistered dog making up the primary infringed offences. The below tables provide a visual comparison of the totals incurred of the current and previous quarter.



The second table provides the total number of traffic related infringements issued. It's worth highlighting that while parking within the previous quarters parking was conducted on a complaint's basis, due to service demands (high Animal Control demand) this has not been a daily patrol. However, the Regulatory Service Department intend to refocus on recommencing CBD parking patrols pending operational requirements and availability.



**Community Engagement**

On Sunday, 26 May 2024, City of Palmerston proudly sponsored the RSPCA Million Paws Walk, held at Marlow Lagoon Dog Park. This event brought together dog owners and animal lovers from across the region to support the RSPCA and promote community engagement. A total of 90 participants registered for the event which included 78 pre-registered participants. Approximately 45 dogs were walked during the event.

Feedback from participants was overwhelmingly positive. Several attendees from Darwin, who had not previously visited Marlow Lagoon, were impressed by the park, and expressed their intention to return.

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Attendees praised Marlow Lagoon Dog Park for its thoughtful design and suitability for such events, highlighting it as one (1) of the best in the region.

The RSPCA Million Paws Walk at Marlow Lagoon Dog Park was a successful event, fostering community spirit and promoting the park as a premier destination for dog owners. The positive feedback from participants and the willingness of stallholders to contribute to future events emphasises the event's success and potential for growth in Darwin.



### Palmerston Library Access Statistics

	<b>March 22-31</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Library Visits	3,302	11,370	14,699	5,898	35,296
Library Members	9,803	9,819	9,844	9,855	9,855
Library Items Borrowed	-	6,600	6,356	5,964	18,920
Hours on Public PCs	595	3,773	1,624	928	6,920
Library Programs	13	43	41	24	121
Library Programs Attending	44	940	780	349	2,069

### Palmerston Library Program Statistics

<b>Program</b>	<b>Sessions</b>	<b>Total Attendance</b>
School Holidays	5	199
Storytime	30	637
Nursery Time	16	448
Incursions	11	240
Gadgets and Games	13	90
Get Tech Savvy	Adhoc	91
Geek Squad	16	102
Code Club	14	120
Lego Club	11	28
Late Night at the Library	1	36
Special Events	4	122
<b>Totals</b>	<b>121</b>	<b>2,113</b>

\*Get Tech Savvy is one (1) on one (1) computer/device help

\*Library statistics include end of March.

## Environmental Sustainability

### Free book Fridays at the Library

A good library collection is constantly being updated with new resources and outdated, worn or unborrowed books are removed from the collection, better known as weeding. These books get a second chance at finding a forever home at the Free Book Friday display in the library foyer. This display is popular amongst the community and promotes literacy and sustainability.



## Youth Activities Grant Panel

The Youth Services Community Development Officer was invited to be a panellist for the Youth Activities Grant funding by the Office of Youth Affairs in mid-April. This panel determines where the funding will be spent across Palmerston over the next two (2) years. The funding applications all offered valuable programs for Palmerston young people to gain skills and knowledge. Successful applicants have been announced and the NTG Youth School Holiday calendar is now available for young people to access. City of Palmerston staff will continue to attend the youth activities meetings to support the organisations providing these vital programs.

## Palmerston Kids Network (PKN)

Palmerston Kids Network held a meeting on 18 April 2024. The key discussion points were:

- The absence of support for young fathers in the community. The Young Mums Strong Mums program has been operating successfully for several years, facilitated by the Child and Family Centre, and funded by the Education Department. There is no male equivalent.
- Team Health and the Smith Family are working in schools across Palmerston with programs that promote resilience, selfcare and study assistance. A Parents Voices Forum on 30 July at the Rydges Palmerston, this is open to all parents in the community.
- The Disability Gateway gave an update on their free service which works directly with families, service providers and individuals seeking information on available disability services (NDIS not required). Disability Gateway can be accessed on 1800643787 or [disabilitygateway@benevolent.org.au](mailto:disabilitygateway@benevolent.org.au).
- City of Palmerston previously supported personal development sessions to support professionals' mental health and wellbeing when working in stressful and demanding environments. Network

members commented that the training was extremely beneficial, and they look forward to the next session at PKN in June 2024.

- The 2024 Aboriginal Torres Strait Islander Children Day is to be held in August. National Children's Day gives all Australians the opportunity to show their support for Aboriginal and Torres Strait Islander children and learn about the impact that culture, family, and community play in the life of every Aboriginal and Torres Strait Islander child.



**2023 Working Group**

### Palmerston Safe Communities Network (PSCN)

The most recent meeting of the PSCN occurred on Thursday 2 May with attendees from a cross section of service providers, Northern Territory Government Departments and Councillor Henderson as Chair of the meeting. Key discussion points included:

- Members sharing information regarding their organisations and identified possible collaborative opportunities.
- Rough sleeping around Palmerston with a high prevalence particularly around Yarrowonga, Palmerston CBD, Gunn and Gray.
- The incidence of rock throwing.
- The Youth Outreach and Reengagement Team within Territory Families Housing and Communities reported their co-response and outreach team working with police since February, has seen 30 young people in Palmerston with no safe place to go, engaged to find suitable support and connection to services. A further 960 interactions have occurred with the outreach team diverting young people in Palmerston from situations which may result in interactions with the justice system.

### Palmerston Seniors Network (PSN)

Palmerston Seniors Network held a meeting on 3 April 2024. Key discussion points included:

- An invitation for Palmerston Seniors to join the Working Group to help plan the 2024 Palmerston Seniors Day.
- The lack of aged care options in Palmerston and the Rural Area.
- Car parking at Gray was identified as an ongoing issue which has significant impacts on Seniors attending the 50+ Club and other social programs.

### Palmerston and Rural Youth Services Network (PARYS)

Palmerston and Rural Youth Services Network held a meeting on 16 April 2024 and 18 June 2024. Key discussion points included:

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- City of Palmerston encouraged community organisations to register to hold at stall at the Palmerston Youth Festival (PYF).
- CDC Northern Territory (CDC NT (formerly Buslink)) gave an update regarding rock incidents within Palmerston from both adult and youth perpetrators, the educational video highlighting the dangers of this use is close to finalized with the CDC NT. Buses that have been painted by young people at City of Palmerston events are not targeted by people throwing rocks.
- Safety in Public Transport continues to be a pressing priority issue for the PARYS network stakeholders, this was to be discussed further at the next meeting.
- Volatile Substance Abuse i.e. aerosol cans, bugs sprays etc. Amity Community Services were special guests and shared valuable insight into this increasing issue in the Palmerston area and provided all stakeholders with various opportunities to receive training in multiple accessible formats.



**The bus supplied by CDC NT painted at PYF 2023**

## **CONSULTATION PROCESS AND MARKETING**

The following City of Palmerston staff were consulted in preparing this report:

- Community Services team
- Library Services team
- Regulatory Services team

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications relating to this Report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

1. Community Safety  
Failure of Council to effectively plan and deliver its role in community safety.
4. Inclusion, Diversity and Access  
Failure to balance meeting needs of Palmerston's cultural mosaic
6. Governance

Failure to effectively govern.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

This report relates to the following Strategies, Frameworks and Plans:

- [Companion Animal Management Plan](#)
- [Inclusive, Diverse & Accessible Policy Framework](#)
- [Disability Inclusion and Access Plan 2022-2025](#)

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We, the author and approving officer, declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Infrastructure Quarterly Report - April to June 2024
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Executive Assistant to General Manager Infrastructure, Monica Silva
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

### PURPOSE

This Report summarises the key activities undertaken by Infrastructure in the April to June 2024 quarter.

### KEY MESSAGES

- There were 4696 free Wi-Fi users in the quarter.
- Public lighting designs have been completed for Stockwhip Drive - Marlow Lagoon, Allamur Court and Harrison Park - Woodroffe, Essington Park - Gray and Cunningham Circuit - Gunn. Works have commenced in Woodroffe and Gunn.
- The Archer Waste Management Transfer Station gatehouse relocation was undertaken this quarter, with opening of the gatehouse for use anticipated by early July.
- Land management activities were completed this quarter with controlled burns occurring in the Gunn Escarpment and at the Archer Waste Management Facility.
- The tree canopy cover mapping project for Palmerston is nearing completion, with the first draft of the comprehensive final report on the canopy's condition under review. Results of the project will be used to guide greening strategies to mitigate urban heat and increase urban biodiversity corridors.

### RECOMMENDATION

THAT Report entitled Infrastructure Quarterly Report - April to June 2024 be received and noted.

### BACKGROUND

Infrastructure provides a quarterly report to Council on key activities undertaken during the quarter and further works underway for the next quarter.

### DISCUSSION

#### 1. Family and Community

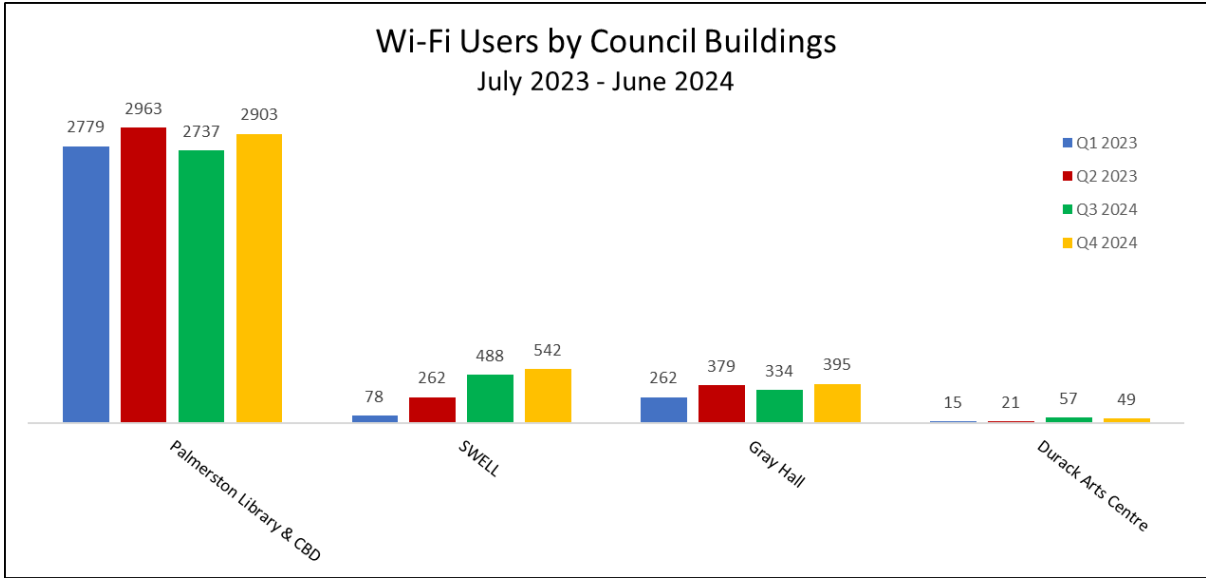
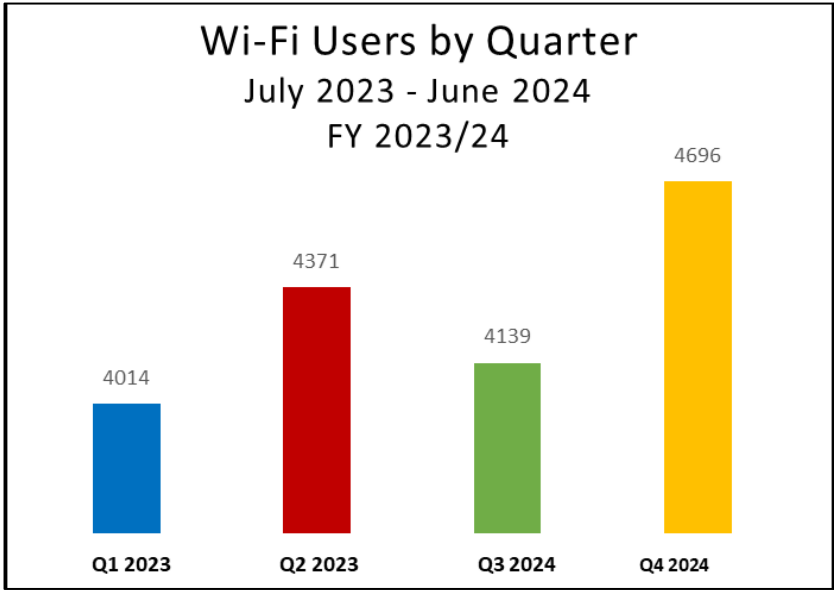
##### Objective 1.1 'We focus on families'

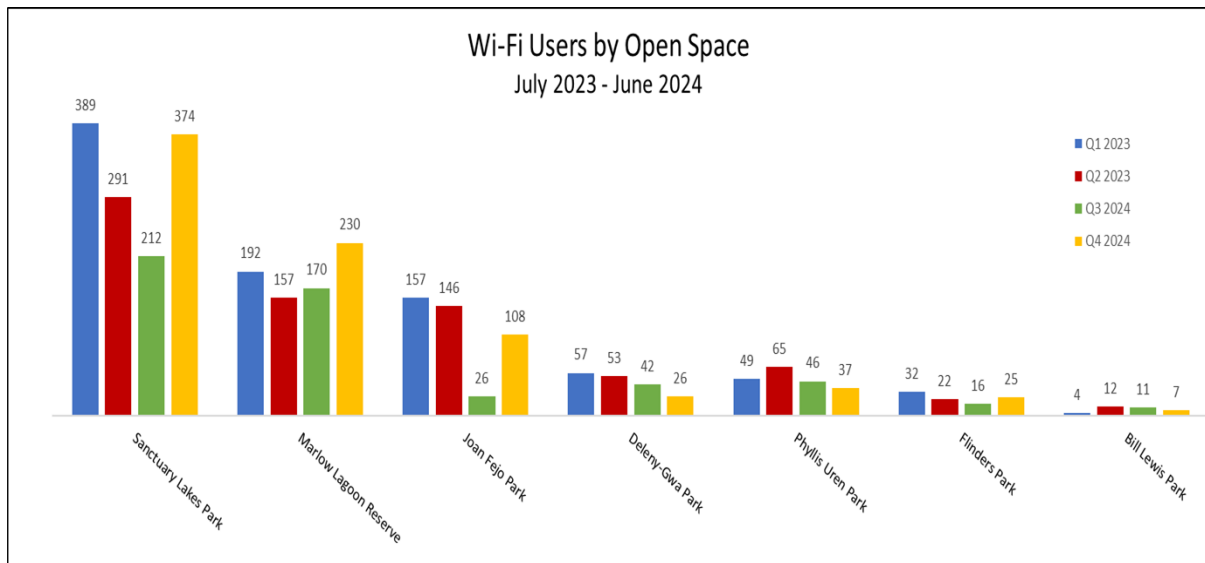
##### Public Wi-Fi

City of Palmerston's (CoP) quarterly Wi-Fi report highlights a user range of 3,500-5,000, with a notable increase in usage at SWELL, Gray Hall, Marlow Lagoon Reserve, and Sanctuary Lakes Park. However, overall lower utilisation was observed in open space areas despite better outdoor weather conditions. Bill Lewis Park and Flinders Park are locations with integrated solar picnic tables, and they consistently show

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low usage throughout the year; it is recommended not to replace them if the Wireless access point stops working or migrate to the highly utilised space if any other access points stop working. This will be monitored further, along with checking of signage, to determine whether these locations are viable ongoing.





**Objective 1.2: ‘the wellbeing of our community is a focus for all our work’.**

Play Space Strategy

Council’s Play Space Strategy guides Council’s decision making and investment in providing diverse recreation opportunities for people of all ages and backgrounds to meet, socialise and be physically active.

The Strategy includes provisions for Council to undertake the maintenance of our play spaces at a level required to proactively respond to Community needs and expectations. This quarter Council undertook the maintenance of several play space facilities and amenities. Playground repairs were undertaken at Hawker Park, Zuccoli, Marshal Park, Johnston, and Widdup Park, Driver. Joan Fejo Park in Roseberry had repairs undertaken on the outdoor fitness equipment. Shade structures repairs were undertaken at Stalwart Park in Durack and Golden Grove Park in Roseberry.

Play Space Shade and Inclusive, Diverse and Accessible Equipment

An all-abilities swing set was installed in Sister Frederick Mangan Park this quarter. Procurement is underway for a shade structure for the swing set. The shade structure will be designed to ensure that the equipment is fully shaded, at all hours of the day, across both the wet and dry seasons.

Park Infrastructure Renewal Program 2024/25

A tender is being drafted for the installation of a new all-access public toilet at Hobart Park. This project is funded under the Federal Governments Priority Community Infrastructure program. The project will also include the installation of new shaded seating, and improved pathway connections.

Request for Quote documents are in development for the renewal of the recently vandalised playground at Tom Price Park. Opportunities have been identified for the installation of a new junior equipment at the park, aimed at the 0–4-year age group. This aligns with the Strategy’s objective of providing a diverse range of play experiences across the City.

Tenders are being developed for renewal of the Sanctuary Lakes playground and Marlow Lagoon junior unit. The upgrades for these playgrounds will incorporate the principles of Council’s Play Space Strategy, including the provision of creative design elements, ensuring accessible play options, and the need for community input into design.

New way-finding signage for Marlow’s Lagoon Recreational Reserve is in development. The signage will provide easy to interpret inform for the public on the available services, amenity and infrastructure offered at the reserve.

**4. A Future Focus**

**Objective 4.1: ‘We support and foster innovation’**

FiberSense

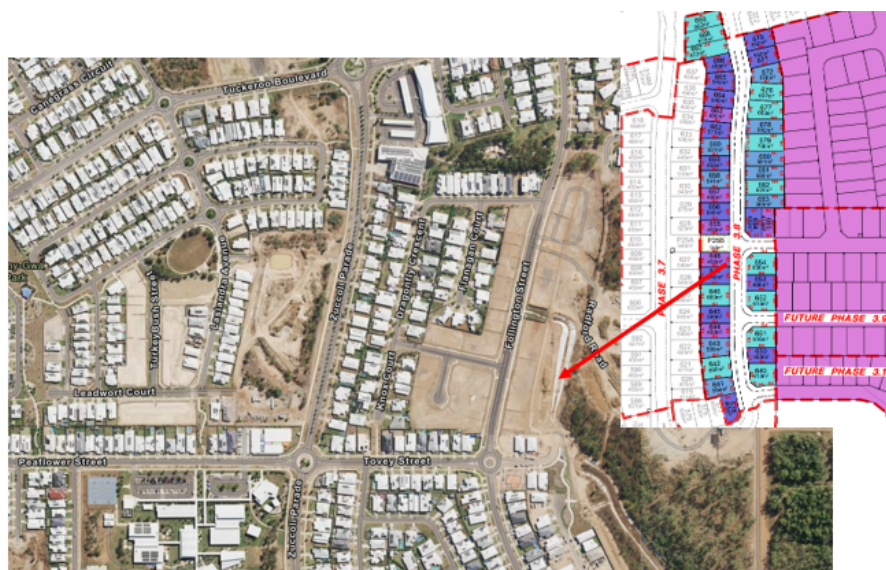
FiberSense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that City of Palmerston (CoP) will be able to use for planning and improvements to the city. A total of 60km of fiber optic cable has been laid throughout Palmerston Central Business District (CBD) and Tiger Brennan Drive.

The Digital Asset system is live and can be used to receive alerts of disruption (i.e. digging) near the fibre which is then cross-referenced with issued works permits where required. The Digital City system is under development, with the first phase relating to traffic counts and congestion in a testing phase of its deployment. It’s anticipated that this phase will be completed and ‘live’ in the new financial year. Future phases are being road-mapped and will include pedestrian groups and parking.

Subdivisions:

This quarter saw the delivery of Zuccoli Phase 3.8. This latest stage of Zuccoli introduces 42 entry-level low-medium density residential allotments that will provide diverse housing options to accommodate the growing population in Palmerston municipality, in line with the objectives of the Community Plan.

The lots are located immediately east, north and south of previously approved and developed phases of Zuccoli (phase 2.1, 3.6 and 3.7). The subdivision includes a number of road reserves designed to interconnect with future stages of Zuccoli, as well as connections to Tovey Street, Crosby Street and Follington Street. The location of Phase 3.8 is shown in the image below.



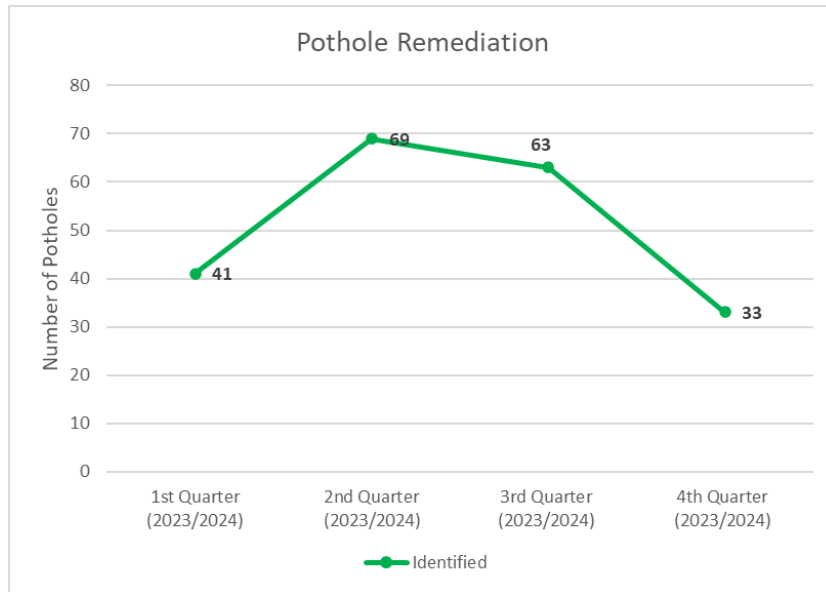
Zuccoli Phase 3.8

**Objective 4.2: 'Infrastructure is fit for purpose'.**

Potholes

There was a total of 33 potholes identified during the quarter that required repair works, there are 15 remaining potholes which are scheduled to be repaired in July 2024.

Overall, there were a total of 206 potholes identified during the financial year.



**Data as of 24 June 2024**

Road Renewal

The road renewal Capital Works Program is underway. Program works were completed in this quarter to utilise the remainder of the FY23/24 budget, including re-sealing works on Woodlake Blvd, Victoria Drive, Lakeview Blvd and Emery Ave.



**Woodlake Boulevard, Durack**

Woodlake Blvd – 8,373m<sup>2</sup>  
Completed 22 – 29 April 2024



Victoria Drive – 2,581m<sup>2</sup>  
Completed 30 April – 1 May 2024



Lakeview Blvd – 1,475m<sup>2</sup>  
Completed 9 May 2024



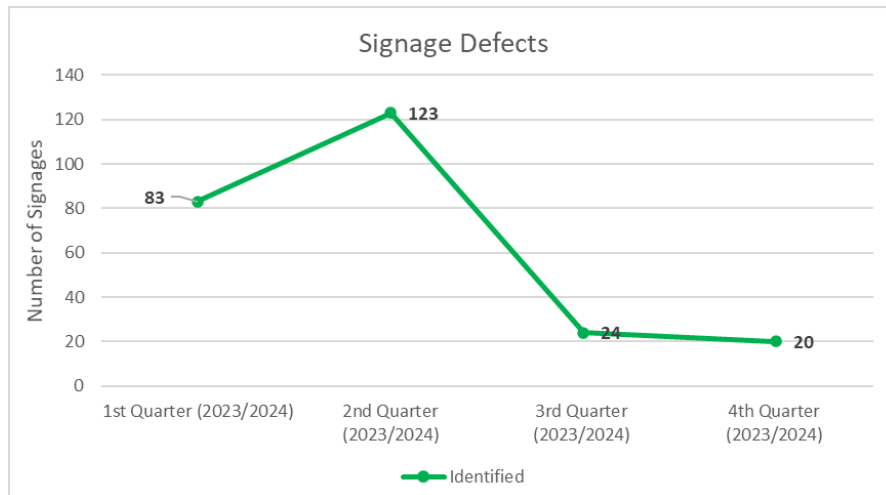
Emery Ave – 7,184m<sup>2</sup>  
Completed 10 – 14 May 2024



Signage

This quarter 20 road signs were identified as requiring repair works, there are 9 signs rectifications that are scheduled for completion in July 2024.

Overall, there were a total of 250 road signs identified as requiring repair during the financial year.

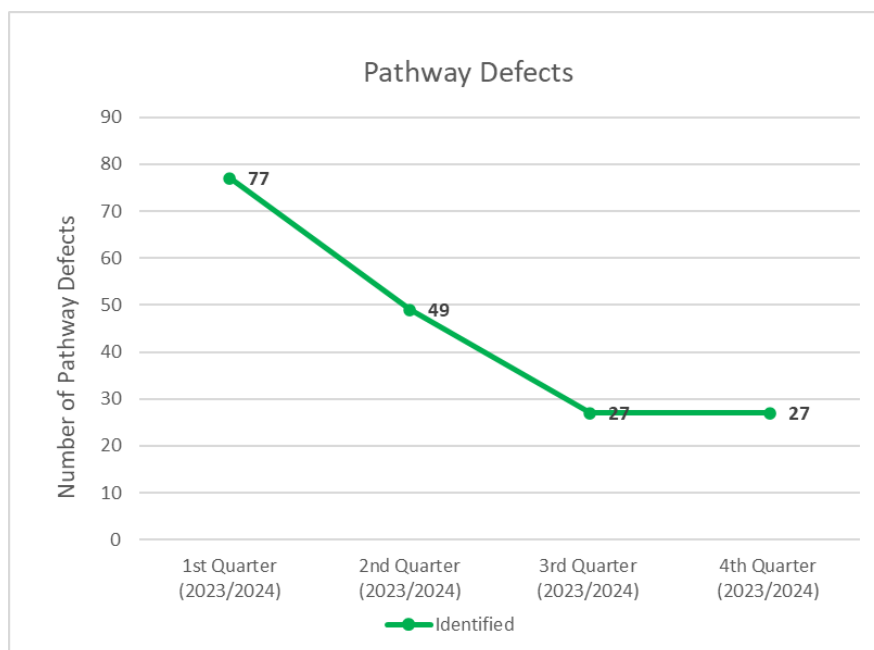


**Data as of 24 June 2024**

Pathways

This quarter 27 pathway defects were identified as requiring repair. There are 27 remaining footpath defects =which are scheduled for repair in the next quarter.

Overall, there were a total of 180 pathways defects identified during the financial year.

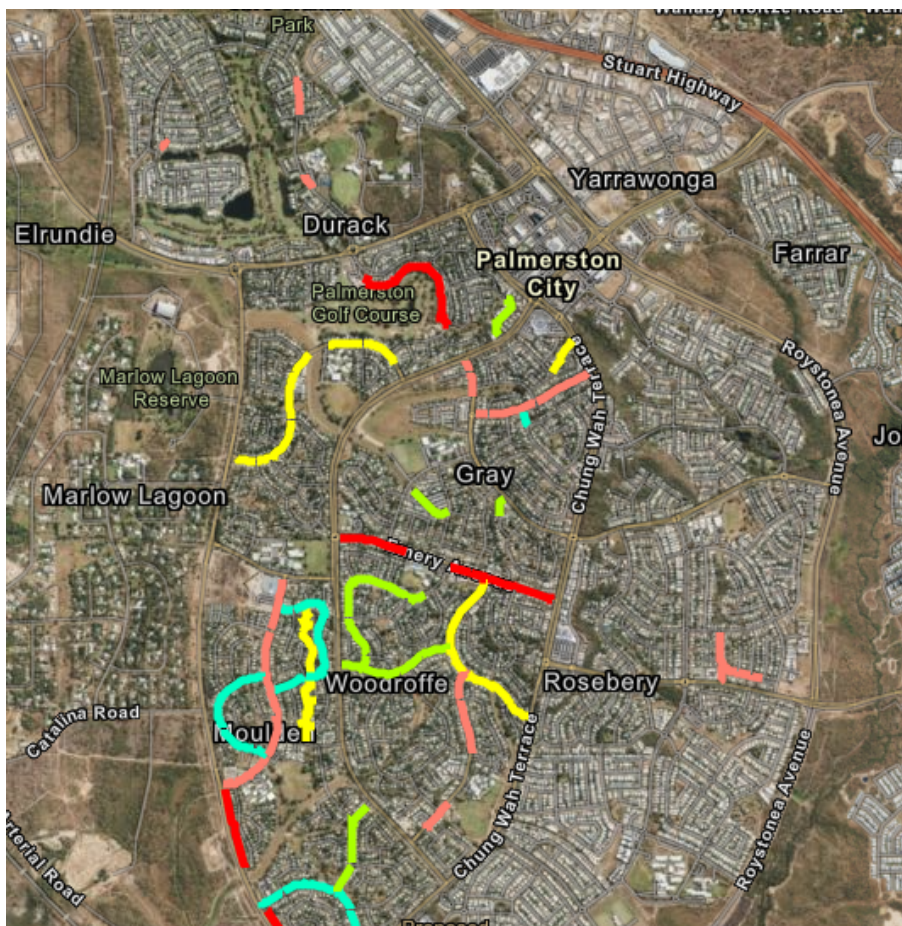


**Data as of 24 June 2024**

Pathway Replacement and Renewal

A new 2-year rates contract for footpath connectivity and replacement works has been advertised and will be awarded this quarter. This will allow for the timely issuing and delivery of major upgrade projects moving forward as the Pathways program is progressed. Mapping and analysis has been completed using Council's systems to improve the development of pathways programs and provide a visual representation of locations.

The image below is an example of the program being developed. Once pathway locations are confirmed for each year, these will be available as reference on Council's website.

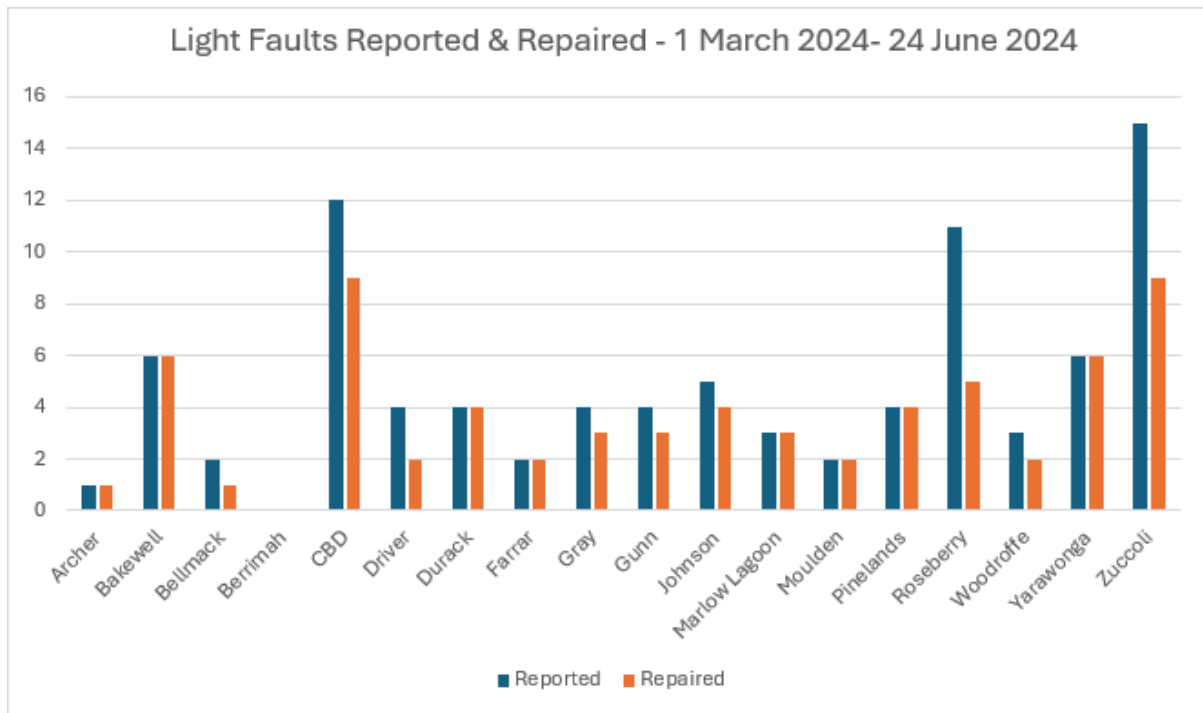


**Indicative 5-year pathway replacement and renewal mapping ArcGIS**

Light Fault Rectification

This quarter 88 (1.63% of total inventory) streetlighting faults were identified. 66 of the identified faults have been resolved and works are continuing to rectify remaining 22 faults. Of these 22, five (5) of the faults are within target repair times, with the remaining faults scheduled for repair awaiting arrival of parts from suppliers.

Council is continuing to undertake scheduled night inspections and rectification works, with a total of 97% of streetlights working as of 24 June 2024.



**Data as of 24 June 2024**

Lighting Upgrade and Renewal

Upgrade and Renewal Programs have been developed for Street Lighting and these continue to deliver beneficial outcomes, safety improvements and energy efficiencies for the community. The Dark Spots Program identifies locations of ‘dark’ areas throughout the municipality that can be improved through public lighting, including street lights.

**Dark Spots:**

- The contract has been awarded to RACE Pty Ltd. for lighting upgrade works to Stockwhip Drive, Allamur Court, Harrison and Essington Park. A value engineering assessment is being undertaken for Stockwhip Drive and all materials have been ordered for Allamur Court, Harrison and Essington Parks. There is a 12-week lead time on lighting poles. Service locations have been completed for Allamur, Harrison and Essington and under boring and footing installation works having commenced for Allamur Court and Essington Park. Allamur Court, Harrison and Essington Park upgrades are anticipated to be completed October 2024. Works to Stockwhip Drive are anticipated to commence late July with completion by the end of the year.
- Investigation of the Palmerston CBD lighting is continuing, and this will inform CBD areas for inclusion into the Dark Spots works program.
- The 2024 – 2025 program is under review and is to include the CBD lighting upgrades

Driveways and Stormwater

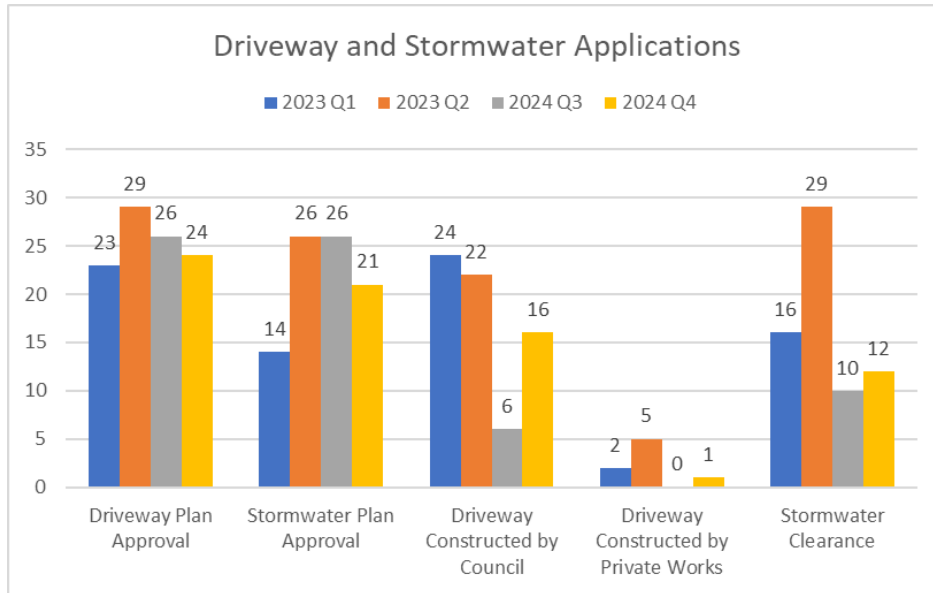
As of 17 June 2024, 74 applications were received for the quarter, covering 49 allotments. These include 39 in Zuccoli, six in Bellmack, three in Rosebery and one in Johnston.

The 74 applications consisted of the following:

- Approved 24 driveway plans, 22 of which belonged to new properties in Zuccoli.
- Processed 17 driveway construction requests, 15 of which belonged to new properties in Zuccoli. All driveways have been constructed. One driveway was constructed by the property owner.

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- Approved 21 stormwater designs for house connections to Council owned infrastructure, 19 of which belonged to new properties in Zuccoli.
- Reviewed and inspected 12 stormwater clearance requests, with the issue of 12 connection approvals. six of these approvals belonged to new properties in Zuccoli.

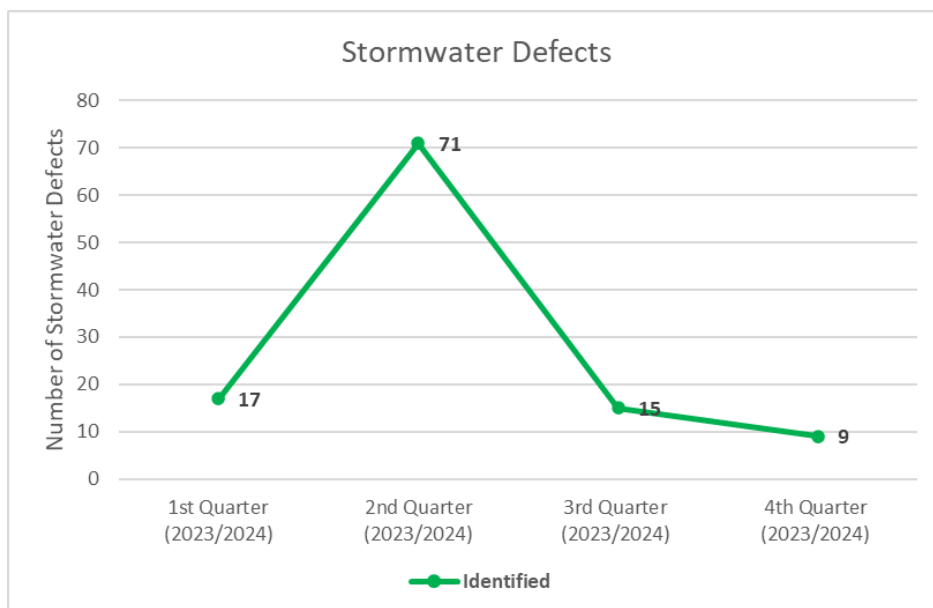


Data as of 17 June 2024

### Stormwater

Ongoing condition inspection of stormwater drains, pipes, pits and other civil works have been carried out to ensure proper function. There are 9 stormwater defects that have been identified in this quarter. There are 7 non-critical defects are being investigated further for appropriate rectification.

Overall, there were a total of 112 stormwater works identified during the financial year.



## Data as of 24 June 2024

### Stormwater Capital Program

Underground CCTV inspections of the stormwater pipe network have been conducted in selected at-risk areas. A section along Victoria Drive has been identified as requiring repairs. Procurement for the rectification is in progress, with works to be completed next quarter.

Planning and design works for the 2024-2025 Stormwater Program are being developed from the contour survey of the open drain network. This will inform the removal of sediment and realignment of sections of the network to restore the drains to full operational capacity. It is anticipated that tenders will be released in August.

### Irrigation

Continuation of ongoing maintenance across council assets with additional infrastructure data collected. Some of the considerations that are taken into account, are usage of the space, future planting requirements and councils' commitment to sustainable Open Spaces. The collection of this data will enable council to effectively undertake maintenance planning with the goal being to construct an Irrigation Maintenance plan document, which will consist of detailed information for future resilience, uniformed systems, whole of life costings,, consistent water supply, allowing for redundancies and efficient transfer of water resources to all sectors.

The following irrigation and related bore/pump works have been completed in the past quarter.

- Moulden Bore, replacement motor/pump.
- Lake 7C pump foot valve replacement.
- Lambrick Ave repairs.
- Lakeview West/ Chung Wah irrigation upgrade.
- Various other significant maintenance works, such as controller repairs/replacement, valves, flow sensors, solar panels and controller cabinets.

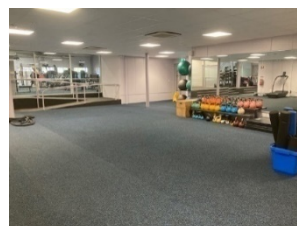
Tender released for relining with stainless steel casing Marlow Lagoon bore 2

### Mens Shed

The contract for the construction of the accessible facilities at the Mens Shed was awarded to RACE Pty Ltd with works commencing April 2024. Works were completed 20 June with the occupancy permit to be issued the week starting 24 June.

### SWELL Precinct – Hall 2 and Gym Refurbishment

The SWELL refurbishment included the two hall spaces, adjoining the gym, and the replacement of the roof. The hall refurbishment was undertaken to create a more usable community space that provides open connectivity between Hall 2 and the Gym. The refurbishment included a Lotus folding wall to provide greater flexibility for users and improved accessibility through a new front entrance. The project was completed and handed over to Belgravia April 2024. This project delivered outcomes in line with Councils commitments under the Community Plan and provides for greater disability inclusion and access.



**SWELL Hall Refurbishment**

Zuccoli Community Hub – Stages

The Master Plan for the Zuccoli and surrounds Community Hub, incorporates an off-leash dog park, walking trails, a skate park and pump track, a playground, children’s boutique library, community centre and a garden of reflection. The project has an estimated cost over \$20 million and is anticipated to be delivered over a 5-year period, commencing in 2022. The first stage, the Dog Park has been completed, including the public toilet. The second stage will include the pump track and sensory walking trail, with associated earthworks.

A Geotechnical assessment of the site was completed to inform the civil design, which was awarded to a local engineering company, Stantec Pty Ltd. The civil design has been completed and will enable the site to be appropriately developed in line with the staging requirements including earthworks and stormwater considerations. The tender for the design and construction of the pump track and sensory walking trail is being finalised and is anticipated to be released to the market July 2024.

Driver Community Centre

Following community consultation, final design of the redevelopment of the Driver Community Centre, including all construction documentation, is expected to be received in July 2024. Funding is continued to be sought for the construction stage of the project.



**Driver Community Centre Indicative Design**

Archer Waste Management Facility Upgrade

Upgrade of the Archer Waste Management Facility (AWMF) includes design and construction of a new recycling area, including a cardboard compactor, improvements to access and roads, relocation of the gate house, service upgrades, and an undercover general waste push-pit area to improve safety and functionality.

Design works are continuing for the recycling area and transfer station. The design development is being driven by the complexities of the site, the need to maintain operations during construction and the final design being able to be delivered within the budget. Works progressed this month:

- Cardboard compactor procurement is completed and delivery is expected July 2024. Installation and commissioning is expected to be completed by October 2024.
- Contract for the gatehouse redevelopment and civil works was awarded to M&J Builders. Works commenced on site 10 April. The Underground services, road realignment, concrete slab and gate house relocation having been completed. The Occupancy Certificate has been issued for the gatehouse relocation with only the water tanks and associated works to be certified. The project is anticipated to be completed by the end of June 2024.

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**Environment Sustainability**

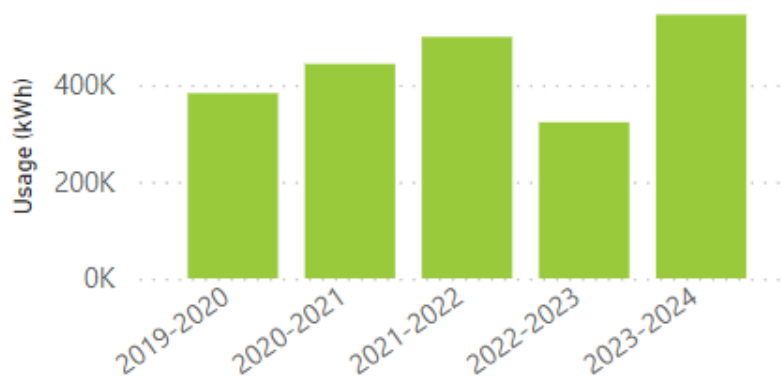
**Objective 5.1: 'Reduce our footprint on the environment'**

Changes to sustainability reporting:

To enhance the accuracy and completeness of quarterly reports, the date range for reporting has been adjusted for some parts of this report to cover the previous quarter, rather than part of the current one where data can be limited to just one-two months rather than the full quarter (due to factors such as utilities invoicing and contractor reports). This adjustment in the reporting timeline will improve data integrity and ability to identify trends over time.

Electricity Consumption:

The below graph provides a comparison of the Council's total electricity consumption for the January to March quarter across each financial year, starting from 2019/2020. The data for the same quarter of the 2023/2024 reveals a 69% increase in energy usage compared to the same period the previous year. 35% if this increase can be attributed to the significant drop seen in the same quarter last year while SWELL was offline for upgrades. The remaining increase in electricity usage can be attributed to factors such as the integration of numerous new assets such as SWELL, bringing it back to a similar range seen in the 2020/2021 financial year. The wet season can also be a high energy use period subject to weather conditions.



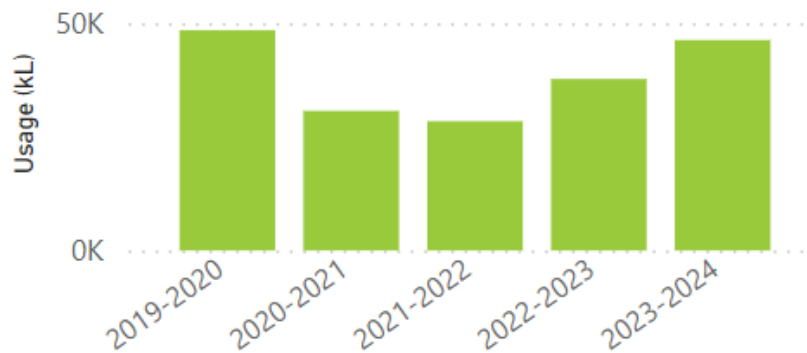
**Energy Use - January to March - past five years**

Financial Year	Usage (kWh)	YoY Change (%)
⊕ 2023-2024	544,905.0	69 ↑
⊕ 2022-2023	322,493.0	-35 ↓
⊕ 2021-2022	498,858.0	13 ↑
⊕ 2020-2021	443,060.0	16 ↑
⊕ 2019-2020	382,498.0	15 ↑

**Energy Usage and YoY (%) Change for all Council Assets (January to March 2024)**

Water Consumption

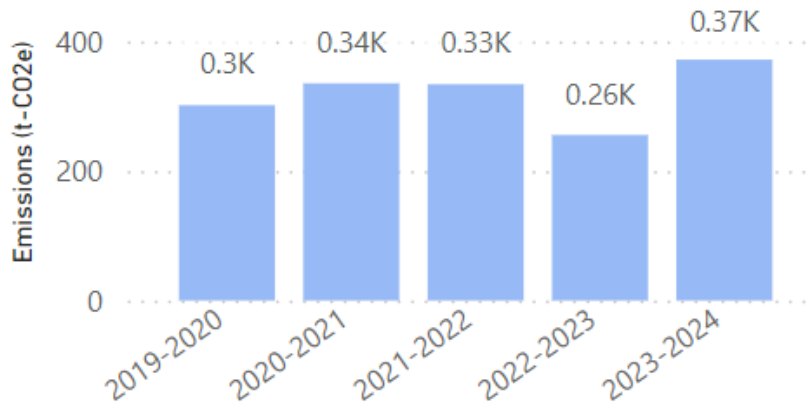
The graph below shows a comparison of Council’s total water consumption for the January to March quarter of the current and past five years. 2023/2024 shows a 22.71% increase in water consumption compared to the same quarter of 2022/2023. This increase can be attributed to the repair and activation of a number of irrigation systems across the municipality as well as consequent to a number of leaks which have been detected and repaired. The increase is also likely influenced by factors such as the integration of numerous new assets such as SWELL. Water usage is also affected by seasonal factors.



**Water Consumption- January to March - past five years**

Greenhouse Gas Emissions

This quarter there was a 47% increase in emissions. This increase is consistent with the increase in power usage, attributed to factors such as the integration of new assets and seasonal consumption increases. Similarly, for the same period last year, there was a 29.18% decrease in emissions from the lower electricity consumption from assets being offline. The graph below shows Council’s total January to March emissions across all assets (note: data excludes fleet emissions).



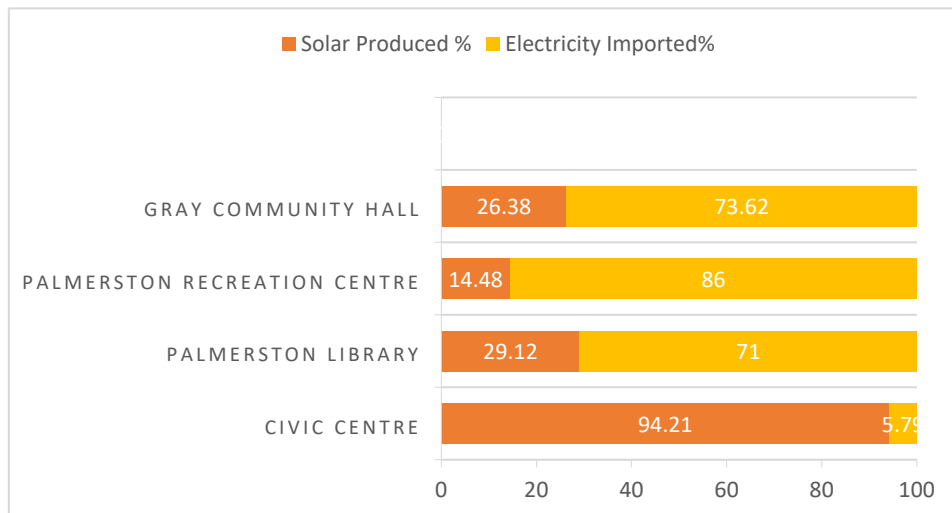
**Greenhouse Gas Emissions (t-CO2-e) - January to March - past five years**

Solar Power Generation – Recreation Centre, Palmerston Library, Civic Centre & Gray

Council maintains the solar generation systems at four facilities (Palmerston Library, Civic Centre, Palmerston Recreation Centre, and Gray Community Hall). Live and recent solar power generation information is available on Council’s website at:

<https://palmerston.nt.gov.au/operations/environment/councils-renewable-energy#library>

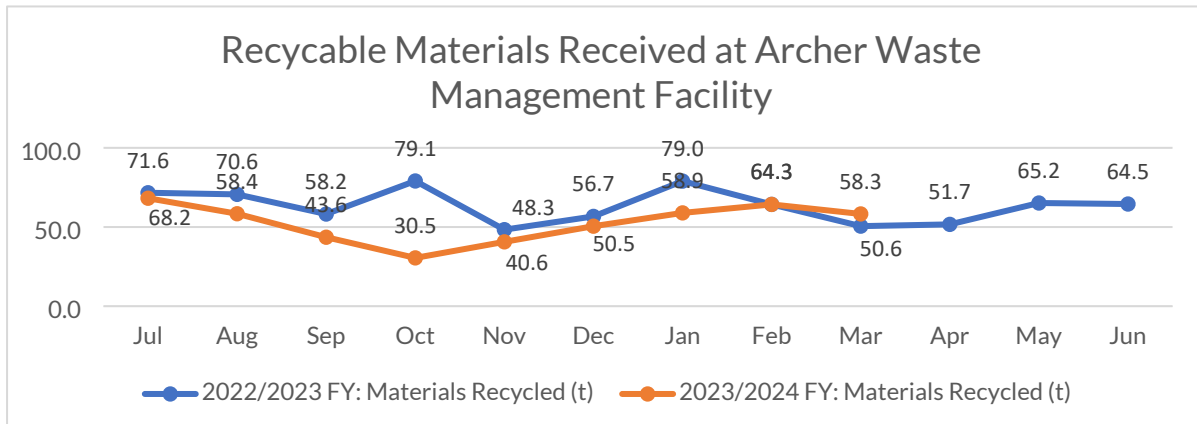
The graph below illustrates the contribution of solar systems to the total energy consumption of Council buildings from January to March 2024. Notably, the Palmerston Civic Centre's solar system fulfills most of its energy needs. In contrast, Gray Community Hall and the Palmerston Recreation Centre have the lowest solar energy contributions relative to their requirements.



**% Solar Produced and % Electricity Imported for Council Buildings - January to March 2024**

Recycling at Archer Waste Management Facility

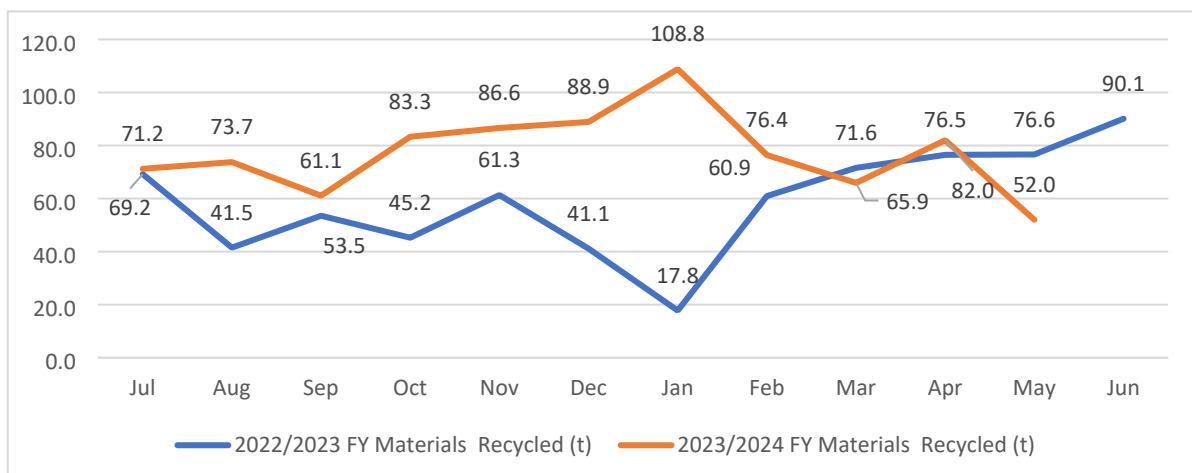
The graph below tracks the tonnages of all recyclable materials received at Archer Waste Management Facility. A comparison of the current financial and the 2022/2023 financial year shows similar quantities were received in November and December, with a decrease in January from 79 tonnes to 58 tonnes. February and March have seen an increase in materials collected. It is noted that e-waste, white goods, and items donated for resale by HPA are excluded from the below.



**Graph tracking the tonnages of all recyclable materials collected at AWMF**

Kerbside Recycling Service

The graph below tracks the tonnages of materials recycled through the Kerbside collection program, comparing recyclable materials (in tonnes) collected in this financial year compared to last year.



**Graph tracking the tonnages of recyclable material collected in the 2023/2024 financial year compared to last year.**

Home Composting Rebate Program

“Council Initiatives” signage is displayed across multiple Council facilities to increase awareness of the Program.

As of 18 June 2024, Council received 4 new applications under the Home Composting Rebate Program in the quarter (compared to 5 applications received in the previous quarter). The total number of applications for the life of the Program is 89. The Home composting Rebate continues to be promoted on social media and monthly, at the Elected Members stalls through the compost bin raffle giveaway.

Period	QTR 3 (Jan - Mar 23)	QTR 4 (Apr - Jun 23)	QTR 1 (Jul - Sep 23)	QTR 2 (Oct - Dec 23)	QTR 3 (Jan - Mar)	QTR 4 (Apr - Jun)
New Applications	10	5	4	4	5	4

Total Applications for Life of Scheme	72	77	81	85	90	94
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**Objective 5.2: Palmerston is a cool, shaded, green City**

Lake Weed Management

Council's lake management activities, including Salvinia weed management, are key to maintaining community expectations for lake aesthetics, wildlife habitat, and recreational fishing. Lake management continues to be successful with lakes consistently being maintained with 90-95% open water. In May, Council installed a new boat ramp at Marlow's Lagoon, with the intention of providing increased access for the weed harvester, should weed removal be required.

Lakebed Aerators

CoP maintains a network of fountains and aerators to maintain and improve water quality in the Palmerston Lakes.

Two fountains have been identified for repair in the upcoming months. The fountain at Lake 7C will be repaired next quarter. The fountain in Lake 7B, which is a statement piece for the Fairway Waters entrance to Durack, requires more extensive repairs. Officers are assessing whether it's more economical to repair the current fountain or replace it and aim to complete the works later in the year depending on weather conditions as the wet season approaches.

Council's project for installing lakebed aerators under the Northern Territory Recreational Fishing Grants Scheme 2023/24 has been completed in June. The aerator systems have been installed at Sanctuary Lakes B and C, and Durack Lake 5. Council has applied for the next round of the grant scheme to install a further 3 lakebed aerators. In anticipation of a successful application, Council has identified Durack Lakes 1A and 1B, and Basin Lakes as the current preferred location for the aerators.

Land Conservation (Weed and Fire) Management

Following on from the successful weed spray works that were conducted in January and February, Council has engaged a land management specialist to carry out planned burns in Gunn Escarpment and at the Archer Waste Management Facility (see images below). The burns were successfully carried out in April. Council has already identified areas for planned burns in the next wet season, which will complement the works that were completed earlier this year. At this stage, Council aims to complete some of this burning in the early wet season.



**Areas burned in 2023/24 wet season, shaded in red.  
Left – Gunn Escarpment, Right – Archer Waste Management Facility.**

Firebreak maintenance through Gunn Escarpment was completed in April, prior to the planned burns. Ongoing maintenance will be organised throughout the dry season as necessary.

### Tree Planting Program

Council continues to maintain the extensive number of trees planted across the municipality. Contractors were engaged this quarter for the manual watering of 136 trees along Packard Avenue, 110 trees along Woodlake Crescent, 80 trees along Strawbridge Crescents and 118 trees in Driver Drain.

### **Objective 5.3: 'Encourage personal action and taking a leadership role'.**

### Recycling Education

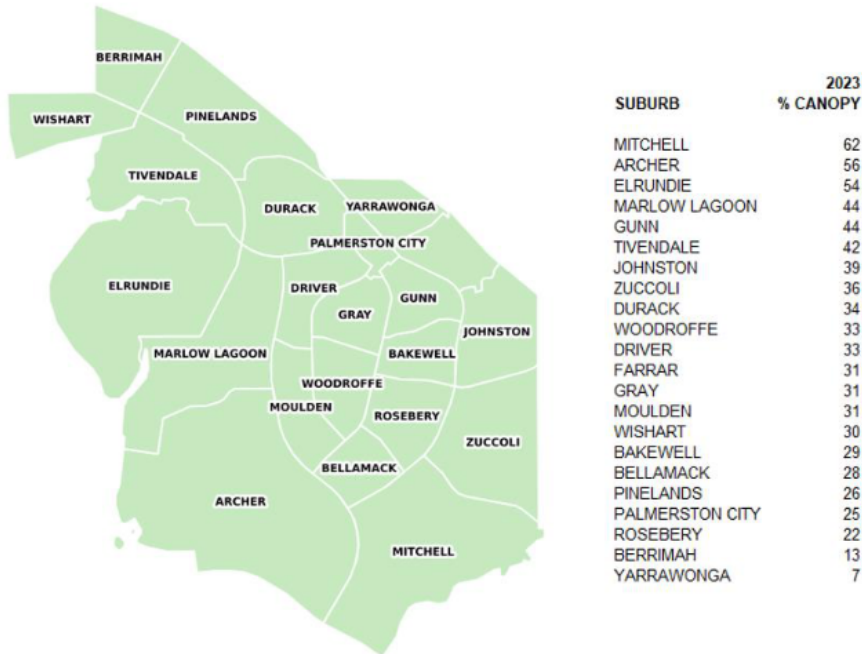
Council held a free 'Recycle Right' Information Session on World Environment Day (5<sup>th</sup> June). Understanding and improving our recycling efforts is crucial for reducing waste, conserving natural resources and minimising our carbon footprint.



**Attendees of the Recycle Right information session held on World Environment Day.**

### Tree Canopy Mapping

The canopy cover mapping project for Palmerston is nearing completion, with the first draft of the comprehensive final report on the canopy's condition under review. The project data has been evaluated using an AI model, achieving a 95% accuracy rate. This mapping will support strategic decisions related to planting initiatives, urban heat mitigation and the development of environmental corridors, aligning with the Sustainability Strategy 2022-2026. It will also enhance the monitoring of developmental progress across the municipality.



**Excerpt from the draft Tree Canopy Report, ranking Palmerston suburbs by percentage canopy cover.**

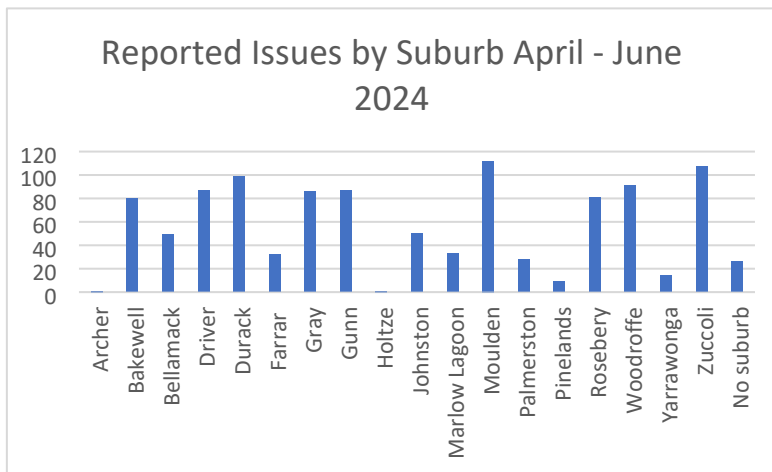
**5. Governance**

**Objective 6.1: 'Ensure we have a leading governance model'**

In total, 1073 resident reports were raised in this quarter, with a total of 710 completed and 363 remaining outstanding as of 20 June 2024.

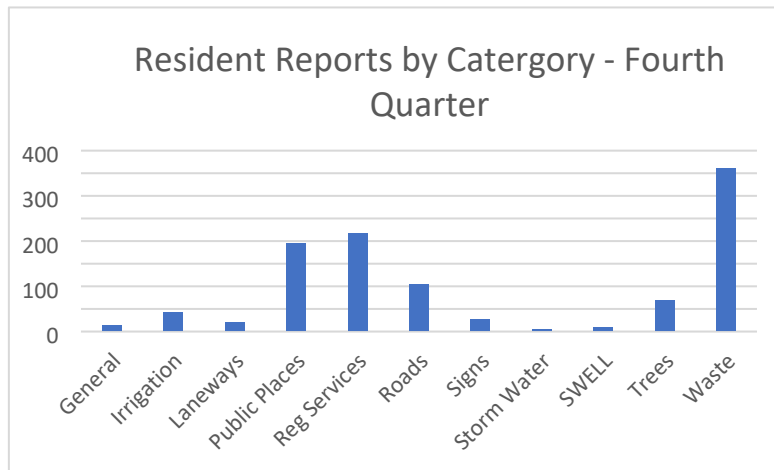
In this quarter, Moulden residents raised the highest number of resident reports within the Municipality being a total of 112 reports, primarily pertaining to work related to Regulatory Services and Waste. These two categories emerged as the trend for most frequent enquiries received from the community.

The below data summarises resident reports by suburb to Council per month in this quarter.



**Data as of 20 June 2024.**

The below data summarises resident reports by category to Council in the fourth quarter, as mentioned above, the most common resident reports are in regard to Regulatory Services and Waste.



**Data as of 20 June 2024.**

### **CONSULTATION AND MARKETING**

The following City of Palmerston staff were consulted in preparing this Report:

- Executive Manager Projects and Infrastructure Services
- Open Space Lead
- Open Space Officer
- Land Conservation Officer
- Environment Officer
- Development Lead
- Asset Lead
- Civil Operations Team Leader
- Projects Lead

### **POLICY IMPLICATIONS**

There are no policy implications for this Report.

### **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications relating to this Report.

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

5. **Infrastructure**  
Failure to plan, deliver and maintain fit for purpose infrastructure.

### **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

There are no environment sustainability implications for this Report.



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## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Play Space Strategy Update
<b>MEETING DATE:</b>	Tuesday 2 July 2024
<b>AUTHOR:</b>	Executive Manager Environment, Katie O'Neill
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

### PURPOSE

This Report provides Council with an update on progress of implementation of the Play Space Strategy including the associated capital project program and priorities for future capital expenditure.

### KEY MESSAGES

- Council's Play Space Strategy continues to be implemented, with a focus on achieving the five Strategic Priority Areas.
- The audit of City of Palmerston Play Spaces undertaken in 2022, which identified several key areas of improvement, has informed capital upgrades and maintenance programs for the 2023/24 financial year.
- Works completed as part of the 2023/2024 Play Space Capital Projects are detailed within this Report, with an update on the Play Space Capital Projects priorities for 2024/25. Capital project priorities for the upcoming financial year have been chosen to align with Strategic Priority Areas.
- Two of Council's Regional Parks, Sanctuary Lakes and Marlow's Lagoon, will have playground equipment upgrades in 2024/25. These upgrades will meet the Strategy's objectives by including creative play elements, wet season appropriate offerings and opportunities for the community to be involved in the play space design.

### RECOMMENDATION

THAT Report entitled Play Space Strategy Update be received and noted.

### BACKGROUND

Council's Palmerston Play Space Strategy was adopted at the 1<sup>st</sup> Ordinary Council Meeting of February 2022, for the purpose of providing a consistent approach to playground planning in the City's open space network.

At the 1<sup>st</sup> Ordinary Council Meeting of 7 March 2023, Council was provided an update on the progress of the implementation of the Strategy. Within 12 months of the Strategy being in effect the following actions were completed:

- An audit of all playground features and amenities against the Play Space Hierarchy.
- The identification of focus areas for improvement that could be used to inform capital investment and maintenance programs for play space areas.

- The completion of key capital projects, including the Tiverton Park and Phyllis Uren Playground Renewal Projects, which aligned with several Strategic Priority Areas of the Strategy.

This Report provides Council with a further update on the progress of the implementation of the Play Space Strategy including the Play Space based Capital Project Programs undertaken in the 2023/24 financial year and the priorities for future capital expenditure.

## **DISCUSSION**

The implementation of the Play Space Strategy continues to focus on the five Strategic Priority Areas:

1. Implement the play space planning framework.
2. Increase diversity and quality of play experiences and environments.
3. Increase Community involvement and information.
4. Improve connectivity and linkages.
5. Improve maintenance and resourcing.

Progress of actions undertaken to achieve Strategic Priority Areas since March 2023 are discussed below.

### **1. Implement the play space planning framework.**

The implementation of the framework in the past 18 months has involved the use of the audit results to guide areas of investment in Council's play spaces. The audit identified the following focus areas for improved amenities across the play space network:

- Progressive replacement of sand with rubber Softfall to facilitate inclusion and all ability access.
- Improved path access to and within play spaces.
- Increase all ability play equipment across the play space network.
- Provision of potable water (including all abilities access).
- Improved shading of play spaces increasing activation and utilisation.
- Provision of bike parking facilities across all major playgrounds.
- Provision and improvement of park amenities in accordance with Play Space Hierarchy such as shade; bins, picnic and/or BBQ areas with shelter; and shaded seating.

As a result, the following park facilities and amenities have been installed in the past 18 months.

- An all-abilities swing in Marlow's lagoon, including an all-abilities access pathway, rubber Softfall, and a fully encompassing shade structure to ensure the swing is shaded year-round.
- A 6.5m high shade structure as part of the Ninja Obstacle installation in Hobart Park, Johnston. This structure was designed to ensure that the obstacle equipment was under shade for all hours of the day, in both the wet and dry season.
- Shade structures over the all-abilities swing at Dillon Park, Gray, and the existing play equipment at Shadforth Park, Durack.
- An all-abilities swing set at Sister Frederick Mangan Park, Bellamack.
- Drinking fountains at President Park in Driver, Joan Fejo Park in Roseberry, and the upgrade of an existing drinking fountain at Father Gerry Remmie Park, in Bellamack.
- A half-court basketball court, at Marlow's Lagoon, which will be linked to the existing pathway network to provide connectivity and all-abilities access.
- Additional public litter bins at Sanctuary Lakes in Gunn, President Park in Driver, and Tom Price Park in Gunn.
- Bike racks at Sibbald Park in Woodroffe, Tiverton Park in Moulden, Bill Lewis Park in Bakewell, Haydon Park and Joan Fejo Parks in Roseberry.

## 2. Increase the diversity and quality of play experience and environments.

Increasing the diversity and quality of play experiences and environments has broadly been defined in the Strategy as including opportunities for nature-based play; increasing the provision of wet season appropriate play facilities; increasing play opportunities for older children, teenagers, and adults; incorporating creative elements into the design of play spaces; and increasing investment in play spaces in areas experiencing a high level of disadvantage.

Several capital projects completed in the past 18 months have increased the diversity and quality of play experiences and environments available for the community. The Ninja Obstacle Course at Hobart Park, installed in June 2023 provides play opportunities for older children, teenagers and adults. Anecdotal evidence indicates that the obstacle park is widely used. Since opening the equipment has been used for bootcamps as part of the City of Palmerston 'Get Active' program and by several local sporting clubs for team training exercises.

The Marlow's half basketball court, installed at the end of 2023, is due to have line marking and a finished surface treatment. The intent is to collaborate with a local artist to install community art on the court, while still ensuring that line marking is visible for basketball matches. The inclusion of art on the court meets the objective of incorporating creative elements into the design of Council play spaces. It also improves the visual amenity of the area, with public artwork on community facilities known to reduce the incidences of graffiti and vandalism.

Capital upgrades proposed for the 2024/25 Park Infrastructure Renewal Program will include the upgrade of the existing Sanctuary Lakes playground, and the upgrade of the Marlow's Lagoon junior playground. Sanctuary Lakes and Marlow's Lagoon are two of the City's Regional parks, which as per the Strategy are to be destination sites with specially designed play spaces and play elements featuring a diversity of play opportunities. The play areas identified in these parks are in need of replacement with aging and worn infrastructure. The replacement will be undertaken with due regard to the principles outlined in the Strategy. Tenders are in development for the commissioning of these playgrounds, with a criterion for award being the need for creative play elements in proposed designs. Additionally, the footprint of each play space will be modified to ensure that they are fully encompassed under the existing shade, thereby allowing for use all hours of the day and in all seasons.

Accessibility will also be a key component of the playground designs, with all-access play elements included, and the careful consideration of infrastructure layout to ensure connectivity with other park infrastructure such as pathways, toilets and seating.

## 3. Increase community involvement and participation.

Priority Area 3 aims to increase community involvement in the location, design and planning of play spaces. The upcoming Sanctuary Lakes and Marlow's Lagoon Playground Infrastructure Renewal Programs will require extensive community engagement. The proposed designs will be made available for public comment, the results of which will help inform design changes prior to the finalisation of construction schedules.

## 4. Improve connectivity and linkages.

Priority Area 4 requires the implementation of strategic actions that improve connectivity between play spaces and other community infrastructure or activity centres. Additionally, the priority area requires investigation into improved path networks in play spaces to enhance accessibility.

The need for improved all ability access to and within play spaces was observed in the 2022 audit. A focus of the capital works programs for play space improvement in the past 18 months has been the installation

all-ability equipment and facilities, and pathways for access to these facilities. The all-abilities swing installed at Marlow's, included rubber Softfall and a wide access pathway. An all-access swing set was installed in June 2024 at Sister Frederick Managan Park. The new half-basketball court at the Marlow's Recreational will be linked to the existing Marlow's Lagoon pathway network, to increase accessibility.

Upgrades for Hobart Park have also been scheduled for 2024/25, which are funded by the Federal Government as part of their Investing in our Communities Program. This is to include an all-access toilet and improved pathway linkages across the park.

Improving connectivity will also be achieved through installation of updated signage at our regional parks. Updated wayfinding signage will be installed at the Marlow's Recreation Reserve, providing easy to interpret information such as locations of accessible toilets, multi-user playgrounds, BBQ facilities and shaded areas.

## 5. Improve maintenance and resourcing.

Priority Area 5 details the need to review maintenance levels and resourcing commitments to ensure that existing and new play spaces are responsive to community needs and expectations.

Council spent approximately \$215,000 of their operational budget on general play space maintenance in the 2023/24 financial year (excluding mowing, litter bins, landscaping and irrigation upgrades). This includes ongoing maintenance of playgrounds and park facilities. Additionally, the upcoming Landscape Maintenance Tender, which will award a contractor to maintain Councils' play spaces over the next three years, includes a provision for the services of a certificated playground auditor. This will provide data on the safety of all existing play equipment against Australian standards.

Council's commitment to Priority Area 5 was also demonstrated through the expenditure of approximately \$500,000 on capital projects in the 2023/2024 financial year, as summarised below

Project	Cost (\$)	Grant Funding	Status
Half-Court Basketball Court - Marlow's Lagoon	140,896	N/A	Completed, court painting and connecting pathways to occur in 2024/25
Sister Frederick Mangan - All Ability Access Swing Set	43,083	LCRI	Completed, shade and pathways to occur in 2024/25
Public Litter Bin Upgrades - Various Locations	\$28,385	N/A	Completed
Amenities upgrades: <ul style="list-style-type: none"> <li>- Bike racks</li> <li>- Marlow's BBQ refurbishment</li> <li>- Memorial Park picnic setting</li> <li>- Drinking fountains</li> </ul>	\$58,053	N/A	Completed
Marlow's Lagoon all abilities swing, Softfall and all access path connection.	\$125,824	LCRI	Completed
Shade structures - Dillion and Shadforth Parks	\$102,241	LRCI	Completed

## Future Works

For the 2024/2025 financial year the following initiatives are planned to progress implementation of the Play Space Strategy Priority Areas:

- The upgrade of Sanctuary Lakes and Marlow's Lagoon playground infrastructure to include creative play elements, wet season appropriate offerings and opportunity for the community to be involved in the play space design.
- A continuation of the use of the audit results and the identified focus areas to drive capital investments. This will include the installation of bike racks, picnic and/or BBQ areas with shelter, shaded seating and the ongoing replacement of sand with Softfall where appropriate.
- An improvement of directional and way finding signage in our regional and major parks, to improve connectivity and usability of our spaces.
- Review and upgrade of path access networks to play spaces in and around the parks to enhance accessibility.
- Annual certified audits of our play spaces to improve safety and maintenance and deliver higher quality play spaces.

Projects will be reported through relevant reports to Council, with a further annual review of the Strategy activities to occur in early 2025.

## **CONSULTATION AND MARKETING**

The following City of Palmerston staff were consulted in preparing this Report:

- Open Space Lead.
- Environment Officer.
- Community Development Officer.
- Executive Manager of Projects and Infrastructure Services

## **POLICY IMPLICATIONS**

This Report provides the second annual update on the progressive implementation of the Play Space Strategy. The Play Space Strategy shall guide Council's strategic direction, planning, consultation, decision making, investment and maintenance of play spaces over the next 10 years.

## **BUDGET AND RESOURCE IMPLICATIONS**

For the 2024/2025 financial year the Play Space Renewals and Upgrades budget is \$846,600.00.

In addition to the capital spend, Council's annual operational budget for the maintenance of playgrounds and park amenities is in the order of \$220,000 annually (this spend excludes mowing, landscaping and public litter collection service contracts).

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The Strategy is a high-level document that supports strategic approaches to future playground improvements. This will minimise risks of not meeting the needs of the community. Without the Strategy, there is a risk of reduced effectiveness of community play space infrastructure.

This Report addresses the following City of Palmerston Strategic Risks:

- 6 Fails to deliver the strategic vision for the City  
Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

The playground tenders that will be developed and submitted for the upgrade of the regional park playgrounds will include environmental sustainability as an assessment criterion for award.

The Strategy includes sustainable development approaches when considering how Council can support maintenance activity of the playground network and their surrounds, as well as wider promotion of community access to outdoors and natural landscapes.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

Nil

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**14 INFORMATION AND CORRESPONDENCE**

14.1 Information

14.2 Correspondence

**15 REPORT OF DELEGATES**

**16 QUESTIONS BY MEMBERS**

**17 GENERAL BUSINESS**

**18 NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 16 July 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**19 CLOSURE OF MEETING TO PUBLIC**

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**



## MINUTES

### 2nd Ordinary Council Meeting Tuesday 18 June 2024

The Ordinary Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830

Council business papers can be viewed on the City of Palmerston website [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

*'A Place for People'*



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COUNCIL MINUTES

Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 18 June 2024 at 5:30pm.

**PRESENT**

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**ELECTED MEMBERS**

Mayor Athina Pascoe-Bell (Chair)  
Deputy Mayor Benjamin Giesecke  
Councillor Damian Hale  
Councillor Danielle Eveleigh  
Councillor Lucy Morrison  
Councillor Mark Fraser  
Councillor Sarah Henderson

**STAFF**

Acting Chief Executive Officer, Amelia Vellar  
General Manager Infrastructure, Nadine Nilon  
General Manager Finance and Governance, Wati Kerta  
General Manager Community, Konrad Seidl  
Acting General Manager People and Place, Emma Blight  
Minute Secretary, Jodi Holden

**GALLERY**

One member of the public  
Six members of staff

Initials:

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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## COUNCIL MINUTES

### 1 ACKNOWLEDGEMENT OF COUNTRY

*City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.*

### 2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Moved: Councillor Fraser  
Seconded: Deputy Mayor Giesecke

THAT the apology received from Councillor Garden for 18 June 2024 be received and noted.

CARRIED 10/1384 – 18/06/2024

#### 3.2 Leave of Absence Previously Granted

Nil

#### 3.3 Leave of Absence Request

Nil

### 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

### 5 DECLARATION OF INTEREST

#### 5.1 Elected Members

Nil

#### 5.2 Staff

Nil

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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COUNCIL MINUTES

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Morrison  
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 4 June 2024 pages 11353 to 11362 be confirmed.

CARRIED 10/1385 – 18/06/2024

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Morrison

THAT Report entitled Mayoral Update Report - May 2024 be received and noted.

CARRIED 10/1386 – 18/06/2024

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 Draft Municipal Plan 2024-2025

Moved: Councillor Fraser  
Seconded: Councillor Hale

1. THAT Report entitled Draft Municipal Plan 2024-2025 be received and noted.
2. THAT Council endorses the City of Palmerston draft Municipal Plan 24-25 being **Attachment 10.1.1.2** contained in this report entitled Draft Municipal Plan 2024-2025 for 28 days public consultation, following the inclusion of minor amendments as discussed at the meeting.
3. THAT Council be presented with the City of Palmerston draft Municipal Plan 24-25 inclusive of the feedback from the public consultation for adoption at the 2<sup>nd</sup> Ordinary Council Meeting on 18 June 2024.

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

11369



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## COUNCIL MINUTES

4. THAT the decisions relating to Report entitled Draft Municipal Plan 2024-2025 be moved into the Open Minutes following the Municipal Plan media release.

CARRIED 10/1337 – 8/05/2024

### 10.1.2 Draft Long Term Financial Plan - 2025-2034

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled Draft Long Term Financial Plan - 2025-2034 be received and noted.
2. THAT Council endorses the City of Palmerston draft Long Term Financial Plan 2025-2034 being **Attachment 10.1.2.1** to Report entitled Draft Long Term Financial Plan - 2025-2034 for 28 days public consultation, following the inclusion of minor amendments as discussed at the meeting.
3. THAT Council be presented with the City of Palmerston draft Long Term Financial Plan 2025-2034, inclusive of the feedback from the public consultation for adoption at the 2<sup>nd</sup> Ordinary Council Meeting on 18 June 2024.
4. THAT a comprehensive review of the Long Term Financial Plan be undertaken with a Report presented to Council on outcomes by the 2<sup>nd</sup> Ordinary Meeting in October 2024.
5. THAT the decisions be moved into the Open Minutes following the Municipal Plan and Budget 2024-25 media release.

CARRIED 10/1338 – 8/05/2024

### 10.1.3 Risk Management and Audit Committee Independent Member Update

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled Risk Management and Audit Committee Independent Member Update be received and noted.
2. THAT the following preferred applicants be appointed as the City of Palmerston Risk Management and Audit Committee Independent Member:
  - i. Craig Kirby
  - ii. David Ray
3. THAT if either preferred applicant declines the appointment that David Blair be appointed as the City of Palmerston Risk Management and Audit Committee Independent Member.
4. THAT Independent members that reside interstate will attend Risk Management and Audit Committee meeting remotely unless they attend in person at the expense of Council as approved by the Chief Executive Officer.
5. THAT pursuant to section 40 of the Local Government Act 2019 Council hereby delegates to the Chief Executive Officer the power and authority to finalise and sign all documentation required for appointment of Craig Kirby and David Ray, or should they decline David Blair to the Risk Management and Audit Committee Independent Member position and the notification to unsuccessful applicants.

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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COUNCIL MINUTES

6. THAT Council moves the 28 May 2024 Risk Management and Audit Committee meeting to 11 June 2024, due to the leave of absence of the Independent Chair.
7. THAT the decisions relating to Report entitled Risk Management and Audit Committee Independent Member Update be moved to the Open minutes of the Ordinary Meeting Tuesday 21 May 2024 once the applicants accept the Risk Management and Audit Committee Independent Member position.

CARRIED 10/1359 – 21/05/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Henderson  
Seconded: Councillor Eveleigh

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

Item	Confidential Category	Confidential Clause
25.1.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

CARRIED 10/1387 – 18/06/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Community Benefit Scheme – NT Legacy Grant Application

Moved: Councillor Henderson  
Seconded: Councillor Fraser

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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## COUNCIL MINUTES

1. THAT Report entitled Community Benefit Scheme – NT Legacy Grant Application be received and noted.
2. THAT Council endorse a funding agreement with Northern Territory Legacy from the 2023/24 Community Benefit Scheme for \$8,640 to fund nine (9) monthly Widow and Beneficiaries Luncheons in the City of Palmerston as per **Attachment 13.1.1.1** contained in Report entitled Community Benefit Scheme – NT Legacy Grant Application.

CARRIED 10/1388 – 18/06/2024

### 13.1.2 SWELL - Provision of Lockers

Moved: Councillor Hale  
Seconded: Councillor Morrison

1. THAT Report entitled SWELL - Provision of Lockers be received and noted.
2. THAT Council approve for staff to proceed with the installation of Option 3 Compact Laminate Lockers at SWELL as outlined in Report entitled SWELL - Provision of Lockers.

CARRIED 10/1389 – 18/06/2024

### 13.1.3 Community Benefit Scheme - Aboriginal and Torres Strait Islander Children's Day

Moved: Councillor Morrison  
Seconded: Councillor Hale

1. THAT Report entitled Community Benefit Scheme - Aboriginal and Torres Strait Islander Children's Day be received and noted.
2. THAT Council endorse a grant agreement with Kentish Lifelong Learning and Care from the 2023/24 Community Benefit Scheme for \$5,000 to support the Palmerston Aboriginal and Torres Strait Islander Children's Day Event on 4 August 2024 as per **Attachment 13.1.3.1** in Report entitled Community Benefit Scheme - Aboriginal and Torres Strait Islander Children's Day.

CARRIED 10/1390 – 18/06/2024

### 13.1.4 Community benefit Scheme – Neighbourhood Watch Grant Application

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT Report entitled Community benefit Scheme – Neighbourhood Watch Grant Application be received and noted.
2. THAT Council endorse a grant agreement with Neighbourhood Watch from the 2023/24 Community Benefit Scheme for \$12,680 to deliver six Safety for Palmerston activities in 2024-2025 as per their application **Attachment 13.1.4.1** to Report entitled Community benefit Scheme – Neighbourhood Watch Grant Application.

CARRIED 10/1391 – 18/06/2024

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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COUNCIL MINUTES

13.1.5 Fees & Charges 2024-25

Moved: Councillor Morrison  
Seconded: Councillor Henderson

1. THAT Report entitled Fees & Charges 2024-25 be received and noted.
2. THAT Council adopts the Fees and Charges 2024-2025 at **Attachment 13.1.5.1** contained in Report entitled Fees & Charges 2024-25 to be effective from 1 July 2024.
3. THAT Council adopts the Animal Fees and Charges at **Attachment 13.1.5.2** contained in Report entitled Fees & Charges 2024-25 to be incorporated into the Fees and Charges 2024-2025 effective from 1 July 2024.

CARRIED 10/1392 – 18/06/2024

13.1.6 Declaration of Rates and Charges 2024-25

Moved: Councillor Eveleigh  
Seconded: Councillor Morrison

1. THAT Report entitled Declaration of Rates and Charges 2024-25 be received and noted.
2. THAT the Chief Executive Officer's Certificate of Assessment in accordance with Section 29(1) of the Local Government (Accounting) Regulations being **Attachment 13.1.6.1** to report entitled Declaration of Rates and Charges 2024-25 be received and noted.
3. THAT council adopts **Attachment 13.1.6.2** to report entitled Declaration of Rates and Charges 2024-25 as its Declaration of Rates and Charges, and notes this will be placed on its website and in the Newspaper advising residents of the Rates and Charges for 2024-25.

CARRIED 10/1393 – 18/06/2024

13.1.7 Adoption of the Municipal Plan 2024-25

Moved: Councillor Henderson  
Seconded: Councillor Hale

1. THAT Report entitled Adoption of the Municipal Plan 2024-25 be received and noted.
2. THAT in accordance with Section 35(1) of the Local Government Act 2019 Council adopt the Draft Municipal Plan and Budget 2024-25 at **Attachment 13.1.7.1** to this report entitled Adoption of the Municipal Plan 2024-25 that incorporates the commentaries and actions outlined in this report as City of Palmerston Municipal Plan and Budget 2024-25.
3. THAT Council writes to the respondents acknowledging and thanking them for their feedback on the Municipal Plan and Budget 2024-25 and detailing identified actions.

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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COUNCIL MINUTES

4. THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2024-25 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the Local Government Act 2019 before the 30 June 2024 with a copy also provided to the Minister for Local Government.

CARRIED 10/1394 - 18/06/2024

13.1.8 Adoption of the Long-Term Financial Plan 2025-34

Moved: Councillor Morrison  
Seconded: Councillor Eveleigh

1. THAT Report entitled Adoption of the Long-Term Financial Plan 2025-34 be received and noted.
2. THAT Council adopts City of Palmerston's Long Term Financial Plan 2025-2034 at Attachment 13.1.8.1 to Report entitled Adoption of the Long-Term Financial Plan 2025-34 incorporating minor changes.
3. THAT Council writes to the Department of Chief Minister and Cabinet acknowledging and thanking them for their feedback on the Long-Term Financial Plan 2025-2034 and detailing identified actions.
4. THAT Council provide the adopted Long Term Financial Plan 2025-2034 to the Department of Chief Minister and Cabinet in accordance with Section 200 (4) of the Local Government Act 2019 before the 30 June 2024 with a copy also provided to the Minister for Local Government.

CARRIED 10/1395 - 18/06/2024

13.1.9 Risk Management and Audit Committee Minutes - 11 June 2024

Moved: Councillor Hale  
Seconded: Councillor Henderson

1. THAT Report entitled Risk Management and Audit Committee Minutes - 11 June 2024 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 13.1.9.1** to Report entitled Risk Management and Audit Committee Minutes - 11 June 2024 be received and noted.

CARRIED 10/1396 - 18/06/2024

13.1.10 Reconciliation Action Plan Update

Moved: Councillor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Reconciliation Action Plan Update be received and noted.
2. THAT Council endorses the Reconciliation Action Plan Working Group Terms of Reference provided at **Attachment 13.1.10.1** to Report entitled Reconciliation Action Plan Update.

CARRIED 10/1397 - 18/06/2024

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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COUNCIL MINUTES

13.1.11 Adoption of City of Palmerston Animal Management Policy

Moved: Councillor Morrison  
Seconded: Councillor Fraser

1. THAT Report entitled Adoption of City of Palmerston Animal Management Policy be received and noted.
2. THAT Council adopts the Animal Management – Licence and Registration Policy as at **Attachment 13.1.11.1** contained in report entitled Adoption of City of Palmerston Animal Management Policy to take effect from 1 July 2024.
3. THAT Council write to the community members who participated in the consultation on the policy to thank them for their feedback on the draft Animal Management Policy and notifies them of the consultation result.
4. THAT Council waive the requirement for cat registration until the annual registration due date of 31 August 2024.
5. THAT Council waive the fees for cat registration and the requirement for dog and cat micro chipping until 28 February 2025.

CARRIED 10/1398 – 18/06/2024

13.2 Receive and Note Reports

13.2.1 Major Capital Projects Update - June 2024

Moved: Councillor Hale  
Seconded: Councillor Henderson

THAT Report entitled Major Capital Projects Update - June 2024 be received and noted.

CARRIED 10/1399 – 18/06/2024

13.2.2 Community Benefit Scheme - May Update

Moved: Councillor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Community Benefit Scheme - May Update be received and noted.
2. THAT Council note an error in the Community Benefit Scheme Update Report from 21 May 2024 with the total Individual Representation Support grants stated as 132 rather than 123.

CARRIED 10/1400 – 18/06/2024

13.2.3 Palmerston Youth Festival 2024

Moved: Councillor Fraser  
Seconded: Councillor Eveleigh

THAT Report entitled Palmerston Youth Festival 2024 be received and noted.

CARRIED 10/1401 – 18/06/2024

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

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## COUNCIL MINUTES

### 13.2.4 Financial Report for the Month of May 2024

Moved: Councillor Fraser  
Seconded: Councillor Henderson

THAT Report entitled Financial Report for the Month of May 2024 be received and noted.

CARRIED 10/1402 – 18/06/2024

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

### 14.2 Correspondence

#### 14.2.1 City of Palmerston (Animal Management) By-Laws 2024

Moved: Councillor Fraser  
Seconded: Councillor Henderson

THAT correspondence dated 6 June 2024 entitled City of Palmerston (Animal Management) By-Laws 2024 from Hon Eva Lawler MLA, Chief Minister of the Northern Territory be received and noted.

CARRIED 10/1403 – 18/06/2024

## 15 REPORT OF DELEGATES

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Fraser

THAT the verbal report provided by Councillor Fraser and Mayor Pascoe-Bell regarding Palmerston Regional Business Association events be received and noted.

CARRIED 10/1404 – 18/06/2024

## 16 QUESTIONS BY MEMBERS

Nil

## 17 GENERAL BUSINESS

### 17.1 Review Membership and Remuneration of Council Committees

Moved: Councillor Eveleigh  
Seconded: Mayor Pascoe-Bell

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

11376



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COUNCIL MINUTES

THAT a report be provided to Council to review membership and remuneration options of Council committees by the second Ordinary meeting in September 2024.

CARRIED 10/1405 - 18/06/2024

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Eveleigh  
Seconded: Councillor Fraser

THAT the next Ordinary Meeting of Council be held on Tuesday, 2 July 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1406 - 18/06/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Giesecke  
Seconded: Councillor Henderson

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED 10/1407 - 18/06/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.39pm for the discussion of confidential matters.

The closed section of the meeting reopened at 6.39pm.

The Chair declared the meeting closed at 6.44pm.

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Chair

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Print Name

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Date

Initials: \_\_\_\_\_

MINUTES ORDINARY COUNCIL MEETING - 18 JUNE 2024

11377